

# Meeting Announcement



**WEDNESDAY, JANUARY 10, 2007**

## Meeting Location

Aims College Center  
Room 729  
Greeley, CO 80634

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

## "Digital Camera Basics"

Presented by Mark Lewis, Aims Community College

Mark Lewis has taught Digital Photography at Aims Community College for over ten years. He is also a Graphics Artist/Photographer at Aims in the Media Services department, as well as co-operating a commercial photo studio out of Loveland.

1. Basics of Digital Cameras
2. Basic Composition
3. Know Your Camera
4. Basic Editing
5. Advanced Editing

Please RSVP to Michelle for more information  
Hope to see you there!

**Michelle Barraclough**  
**970.215.2067**  
**michelle.barraclough@bannerhealth.com**

**Remember: Guests are very important to us.**



## FITTING THE PIECES TOGETHER!

Ginger Zech

2006/2007 Chapter President

**H**appy 2007! Boy, 2007 really came in like a blizzard! This has reminded me why I live in Colorado. As beautiful as it is, I hope all of you are being careful when out of your home and staying warm.

At the beginning of each new year, I always like to look at new ideas and directions; not only in my personal life, but in my professional and "committees" life as well. Although we really don't have any specific ideas regarding changes in our Chapter, I feel this might be a good time to revisit and reestablish some of the past actives. If any of you have suggestions on some activates or processes we have done in the past - as well as any new ideas - that you would like to see become a part of our meetings, please let me know. I'm always open for trying something new.

As we begin to settle in after enjoying the holidays with family and friends and being snowed in, it's a good feeling to get back into some routine. This is going to continue to be a busy time for the UCC Board. The various committees are busy finalizing plans for our future programs and activities which include our upcoming IMPACT meeting, APW week and other activities. Watch for more information on these events. And, as always, if anyone is interested in working on any of these activities, let the committee chair know or send me an e-mail and I'll get it to the right person. The more involvement we have from our Chapter members the more successful these events will be.

In closing, my wish all of you is to be well and have a wonderful 2007!

Ginger

## HOW JANUARY GOT ITS NAME



Ruler of new beginnings, gates and doors, the first hour of the day, the first day of the month, and the first month of the year, the Roman god Janus gave January its name. He was pictured as two-headed (both heads bearded) and situated so that one head looked forward into the new year while the other took a retrospective view. Janus also presided over

the temple of peace, where the doors were opened only during wartime. It was a place of safety, where new beginnings and new resolutions could be forged, just as the New Year is a time for new objectives and renewed commitments to long-term goals.



Union Colony wishes  
*Billie M. Willey CPS*  
a quick recovery from her  
attempt at ice gymnastics!!  
Get Well Soon!!

### The "10 C's" of Better Business Writing

Did you make any New Year's resolutions? One of the best resolves you can make is to improve your writing skills. When you write well, you show your professionalism, which in turn can enhance your career or your business.

Here are 10 writing tips that we call the "10 C's"—simple concepts that can help you improve your skills.

When you write, strive to be . . .

1. **committed** to writing well.
2. **conversational** in tone.
3. **considerate** of your readers.
4. **connected** to your subject.
5. **consistent** in topic.
6. **clear** in your thinking and word choice.
7. **concrete** in details.
8. **concise**.
9. **complete** in information.
10. **correct** in facts, spelling, and grammar.

"C" what we mean? There's a lot of power packed into those 10 little terms. Review the 10 C's every time you write, and you'll Communicate with a capital "C."

**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 CAP  
 -----Barbara Swetzig CPS

**Newsletter**

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

**Nominations**

----- TBD

**Program, Publicity, Historian**

-----Michelle Barraclough  
 -----Beth Gibbs  
 -----Ellen Hetterle  
 -----Harriett Meeker  
 ----- Nancy Upchurch CPS/CAP

**Scholarship**

----- TBD

**Ways & Means**

----- Tobi Vegter CPS

**BOARD MEETINGS**

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

**PARLIAMENTARY EXPERIENCE: COMMITMENT AS IT APPLIES TO MY IAAP MEMBERSHIP**

*– Vi McNew CPS/PRP  
 Boulder Chapter Member*

**H**ave 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 that we truly want to fulfill. What do you think?



**CONGRATULATIONS TO  
 ELLEN HETTERLE CAP  
 FOR PASSING HER EXAMS WITH FLYING  
 COLORS!! GOOD JOB!**

## NEWSLETTER CONTRIBUTIONS

All committee reports are due at the monthly chapter meeting. All other submissions are due to Trudy Miller ([tjmiller@henselpheps.com](mailto:tjmiller@henselpheps.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 -----	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 CAP -----	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 -----	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

## IAAP Information

### 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)

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

**January 10, 2007**



## AROUND IAAP

### 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

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

**Annual Meeting: June 1-2 – Cody, Wyoming**

### 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, VA	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

### 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** Kathrynne 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**

January 2007

**10 Union Colony Chapter Meeting – Digital Camera Basics**

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

## COLORADO-WYOMING-MONTANA DIVISION 2007 APW EVENT



On behalf of the CWM Division, we are hosting an APW Event during Administrative Professionals Week, April 23-27, 2007. We invite all chapters to be involved. Listed below are brainstorming items. Please fill out this mini-survey and return to Nancy Upchurch CPS/CAP at [nupchurch@henselphelps.com](mailto:nupchurch@henselphelps.com).

Responses due January 12, 2007 (or earlier).

### Preferred Day (please check one)

- Monday, April 23     Tuesday, April 24     Wednesday, April 25     Thursday, April 26     Friday, April 27

### Preferred Location (please check one)

- North Denver     Longmont     Greeley     Best Value Location     Other \_\_\_\_\_

### Timeframe (please check one)

- Morning – ½ Day starting with Breakfast     Morning – ½ Day with Lunch  
 Afternoon – ½ Day starting with Lunch     Afternoon – ½ Day with Snacks  
 All Day – with Continental Breakfast, Lunch, and Snacks  
 Other \_\_\_\_\_

### Topics

- Microsoft – Gini Courter and Annette Marquis, Triad Consulting - Microsoft Gurus

*From Deadly to Dazzling: PowerPoint in the New Millennium*

PowerPoint has never made a bad speaker better; however, it has turned many good speakers into bad ones.

Anyone who gives presentations consisting of countless text-laden slides that they read to their audiences is destined to a life of mediocrity. A great speaker is remembered by what they said not what they read. This workshop is for anyone who already knows how to create mind-numbing PowerPoint presentations and wants to take their skills to a new level.

Other Microsoft \_\_\_\_\_

Other Microsoft \_\_\_\_\_

- The Crabby Office Lady – Microsoft

If you enjoy editorial cartoons and funny pages along with your front page headlines, then the Crabby Office Lady is your gal. If it's all business today and you just want straight news without the sharp insights and clever asides (well, some people don't, you know), we've got help topics and other types of Office Online content that will take care of you.

- We Need to Laugh More - Enda Junkins, MSW, LCSW – Laughing Psychotherapist

Beware! All serious people should be alert to the beginning symptoms of the laughter contagion. When the corners of your mouth turn up involuntarily and you must continually swallow unsolicited giggles, run for cover! You may have the Laughter Addiction.

- Other

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Vendors**

- |  |  |
|--|--|
| <input type="checkbox"/> Avery               | <input type="checkbox"/> B&B Creations (Glass Blowers / Bags / Purses) |
| <input type="checkbox"/> Office Depot        | <input type="checkbox"/> Office Team                                   |
| <input type="checkbox"/> Office Max          | <input type="checkbox"/> Other _____                                   |
| <input type="checkbox"/> Microsoft           | <input type="checkbox"/> Other _____                                   |
| <input type="checkbox"/> 3M                  | <input type="checkbox"/> Other _____                                   |
| <input type="checkbox"/> GBC Binding         | <input type="checkbox"/> Other _____                                   |
| <input type="checkbox"/> Swingline           | <input type="checkbox"/> Other _____                                   |
| <input type="checkbox"/> Esselte (Pendaflex) | <input type="checkbox"/> Other _____                                   |

**Chapter Name / Location** \_\_\_\_\_

- |                      |                              |                             |
|----------------------|------------------------------|-----------------------------|
| Co-Host & Attend     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Co-Host Only:        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Attend Only          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Monetary Sponsorship | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other Sponsorship    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments / Ideas \_\_\_\_\_

**Sample Agenda – (breakdown will depend on survey results)**

***2007 APW EVENT***

- |                    |  |
|--------------------|--|
| 7:30 – 8:00 AM     | Check In & Continental Breakfast / Vendors                             |
| 8:00 – 8:15 AM     | Welcome / Housekeeping   |
| 8:15 – 11:45 AM    | Workshop / Seminar (with break included)                               |
| 11:45 AM – 1:00 PM | Lunch – Networking / Vendors / Entertainment (sneak preview of “HATS”) |
| 1:00 – 3:00 PM     | Workshop / Seminar   |
| 3:00 – 3:30 PM     | Break – Networking / Vendors   |
| 3:30 – 4:30 PM     | Keynote / Entertainment / Close  |

Please return by Friday, January 12, 2007, to:

Nancy Upchurch CPS/CAP  
 4965 W 5<sup>th</sup> Street  
 Greeley, CO 80634-1254

[nupchurch@henselpheps.com](mailto:nupchurch@henselpheps.com)  
[nupchurch2@aol.com](mailto:nupchurch2@aol.com)