



UNION
COLONY
CHAPTER
Greeley, Colorado #3-21-100

Meeting Announcement

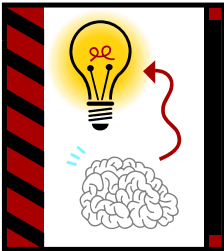
WEDNESDAY, JUNE 14, 2006



Meeting Location

Aims College Center
Room 729
Greeley, CO 80634

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



Leap Into Action – Enhance Your Life Let's BRAINSTORM!

Now is the time to get those juices flowing and share your thoughts and ideas for the upcoming year. Please join us to help plan the year ahead.

Please contact Elaine for more information
Hope to see you there!

Elaine Furister CPS/CAP
970.352.9413
efurister@comcast.net



Remember: Guests are very important to us.



LEAP INTO ACTION!

Esther Camacho

2005/2006 Chapter President

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

I hope you are all enjoying the warm days of the summer as well as I. Although I don't need a tan, I've gotten considerably dark, nevertheless, I love it!

Well, the year has flown by and another is at the door. Just yesterday I was thinking of how fast life passes us by, it's so amazing. I'm very happy you all allowed me the experience of being the president of this wonderful chapter. The things I've learned and the wonderful moments that fill my memory are too great to express with words. All I can say is thank you all for all of your help, for the hard work and for the positive attitudes.

Remember to keep inviting new members and to keep it more than a great learning experience, but also a fun experience. Thank you all for the wonderful year and God bless each and every one of you.

With love,

Esther



TIME MANAGEMENT FOR REAL LIFE, NOT IDEAL LIFE

Can you believe it's June already? What happened to the previous five months? It's amazing how quickly time can pass us by!

This is especially true – for whatever reason – as we mature in our lives. Perhaps it's because we have more responsibilities, more things to concern us.... Likely, it's because we recognize how precious time is. We have only so much time on Earth, yet there are infinite possibilities about how we can spend it. Talk about a cause of stress!

With that in mind, here are some meaningful time-management suggestions that can help make your life easier – and keep you focused on what really matters:

- **Decide what you *must* do, then do it.** There are a million things you *could* do, if you so chose. For example, you could spend your morning returning phone calls ... or researching prices for a new copier ... or reorganizing your desk. Ask yourself, if your workday were cut down to two hours, what task would rise to the top of the list for you to a) be most effective and b) keep your boss happy? Do that task first. And so on, and so on.
- **Clear out the minutiae.** Little things constantly demand your attention, if you let them. Office gossip is an example of this. So is junk mail. Identify the "little things" that clutter your life. Are there ways to avoid them, streamline processes to manage them or in any other way minimize their effect on your life?
- **Strive for excellence, not perfection.** The secret to using time wisely and well is understanding you won't always get everything done exactly the way it "should be." In many cases, you may have to settle for "best" – even if it's not "perfect." That's not only OK, that's healthy – and it's a time-management goal we should each keep in mind. If we do, we'll be more productive and happier as a result.
- **Think ahead.** The best time management is proactive planning. Spending five minutes at the end of today figuring out how to tackle tomorrow is smart time management. Breaking down a large project into smaller parts – and assigning deadlines to achieve the goal along the way, so it's not all crammed in at the last minute – is smart time management. And all it takes is thinking ahead.

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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.

POWERPOINT TIPS

What are slide transitions?

Rather than animating elements within an individual slide, a transition in a PowerPoint presentation is simply animation between slides. Transitions add movement (and sometimes sound) between the end of one slide and the start of the next slide.

When presentation transitions are used well, they signal a change to the audience and smoothly switch to the next slide. Used poorly, transitions are just another way to add annoying clutter to a presentation.

How to add transitions

Although transitions can be added from a number of different PowerPoint views, the easiest way to apply useful movement is from the Slide Sorter View.

1. Choose View > Slide Sorter or choose the Slide Sorter icon from the view buttons near the PowerPoint status bar.
2. Next, pick Slide Show > Slide Transition which opens the Task Pane for Slide Transition.
3. Select the slide or slides that you want to apply a transition to. To highlight multiple slides from the Slide Sorter View, hold [Shift] and then click on each slide.
4. From the Task Pane, choose a transition style, pick a speed for the animation, and associate a sound if desired (use carefully if at all).
5. Pick the option to advance the slides with a mouse click and/or a set period of time. Additional options include applying the transition to all slides or to the master.
6. Once a slide is formatted with a transition or other animation, a faint star displays in the bottom-left corner of the slide in the Slide Sorter view. Click on this star at any time to play the animations.

To remove a transition, repeat the steps above and select the style of "No Transition."

Tips for transitions in a presentation

When you add transitions to a PowerPoint presentation, keep these tips in mind:

- * Choose no more than 3-4 transitions within one presentation; use only 2 different choices when you first get started.
- * Test transitions to ensure that the action is appropriate for the slides it bridges.
- * As with any other animation effect in PowerPoint, do not use transitions for every slide; they are most effective when balanced with slides that do not have transitions.

Timers for speeches, training, and other presentations

One of the valuable uses of PowerPoint transitions is adding repetitive timings between slides. That is, the presentation automatically moves to the next slide after a set period of time. This is a handy approach with unattended presentations displayed during exhibits or conferences, as a break in a training session, or any time a presenter is not directly delivering the slide show.

I often use timed portions of a presentation to display technology cartoons as an audience is settling into a conference room where I am speaking. Another popular tool I have is an automatic timer that I run during training breaks to clearly click off the number of minutes remaining for the break.🎵

www.SoftwarePro.com

NEWSLETTER CONTRIBUTIONS

All committee reports are due at the monthly chapter meeting. All other submissions are due to Trudy Miller (tjmillier@henselphelps.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

| | <u>A</u> | <u>B</u> |
|---------------------------|----------|----------|
| February | | |
| Mona Boyd CAP ----- | 1998 | 8/25 |
| Sheri Garland ----- | 2003 | 3/19 |
| Trudy J. Miller CAP ----- | 1998 | 3/3 |
| Greta Steinmetz ----- | 2005 | 10/17 |
| 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 |
| Norma Cloyd ----- | 1996 | 10/26 |
| May | | |
| Esther Camacho ----- | 2004 | 11/19 |
| 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 |
| Melody Hart ----- | 2005 | 4/8 |
| Harriett Meeker ----- | 2005 | |
| November | | |
| Sharon Lynch ----- | 2005 | 3/19 |
| Sue Young CPS/CAP ---- | 1994 | 5/22 |
| December | | |
| Elaine Furister CPS/CAP- | 2000 | 3/3 |
| Rosalinda Rodriguez ---- | 2005 | 6/26 |
| Becky Sperber CAP ----- | 1995 | 5/8 |

* Charter Member

TRAVELING ABROAD??

Traveling overseas this summer? Here are some quick tips for your travels -- excellent things to do before you leave home:

- Phone Home? Call your telephone company and verify that you have an international calling card number. If you don't, most carriers can issue you one right away. Be sure to find out how to use it in the country you'll be visiting (country codes, city codes etc.). Also ask about adding an international package to your existing phone plan. Often, for a couple more dollars a month, you can get a plan that lowers your international rates dramatically. Be sure to cancel the feature when you return home -- unless you've made new friends and connections and want to stay in touch.



- Got Shots? Visit the [Center For Infectious Diseases](#) (CDC) to make sure you have all your vaccines in order. Read up on the bird flu in China, the polio scare in Yemen and every bug in between.
- Plastic Fantastic? Call your credit card company and tell them when you'll be traveling abroad. A sudden bar tab in Barcelona could sound alarm bells with your card's issuing bank. You don't want to get stuck washing "Greece-y" dishes in Athens because your card company thinks someone else is smashing those plates in the fire.
- Safe Going? Visit the [State Department's Website](#) to check on last-minute travel warnings and advisories around the globe. 🎵

WomensWallstreet.com

*"I am always doing that which I can not do, in order that I may learn how to do it."
--Pablo Picasso*

WORD LEARNING

expiate • \EK-spee-ayt\ • *verb*
transitive 1 : to extinguish the guilt incurred by
**2* : to make amends for
intransitive : to make expiation

Example sentence:

"It seemed to me that I was hurried on by an inevitable and unseen fate to this day of misery, and that now I was to expiate all my offences at the gallows. . . ." (Daniel Defoe, *Moll Flanders*)

Miriam-Webster

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

IAAP SPONSORS

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

STREAMLINE YOUR PHONE CALLS

According to one long-distance carrier, the average unplanned telephone call lasts an average of 10 minutes. A planned phone call lasts only 7 minutes. So how long does a carefully planned phone call last? I believe telephone time can actually be cut in half when the call is carefully planned.

Here's how: before dialing,

- 1) Clarify the purpose of the call,
- 2) Create a simple agenda, and
- 3) Establish a stop time.



Then make the call and stick to your plan! You'll save money, time, and the other person's time too. They'll appreciate it and be impressed with your professionalism!

Daytimer.com

WORD LEARNING

sedulous • \SEJ-uh-luss\ • *adjective*

- 1** : involving or accomplished with careful perseverance
- *2** : diligent in application or pursuit

Example sentence:

Daphne was a sedulous student whose hard work and determination earned her a number of college scholarships.

Merriam-Webster, Inc.

Let's give our 2005-2006 Board a round of applause!!!



Great job ladies!!

Thank you for an awesome year!

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 Kathryne 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: TIPS FOR DELEGATES
– Vi McNew CPS/PRP
Boulder Chapter Member

Being a delegate carries with it not only the honor of representing your chapter, but the responsibility of assisting in making decisions that will affect the entire membership of IAAP at the division level or the international level.

It is imperative that you come to the meeting prepared and organized. Following are tips to keep in mind as delegate, whether it be for the division meeting or the International convention:

1. Complete and send the registration for position of delegate as soon as you have been named, thus avoiding any late penalties.
2. Confirm your hotel reservation.
3. Upon arrival at the meeting site and after checking in with the hotel, find the registration area to make your arrival known and pick up your registration packet. Then:
 - a. Thoroughly go through the packet to make sure you have all session tickets, ballots, and meeting agendas.
 - b. Locate the meeting rooms and times at which you are required to be there.
 - c. If your Chapter has given you instructions as to any business coming before the delegates, make sure you have this well in mind, writing down their instructions, if any.
 - d. It is well to come early to all meetings, this means getting up early to allow time for meals and any emergencies!
 - e. Make sure you know where your alternate is sitting so, if necessary, that person can be contacted easily with directions to a page.
 - f. Listen intently to all announcements—they may involve you!
 - g. Bring a file for your convention materials, well organized as to the various sessions. You should have the Division and International Bylaws in this file as well as any amendments to be brought up.
 - h. Attend the educational sessions you have selected and at the close of the session, take with you a copy of the handout for sharing with your Chapter.
 - i. Attend the Office Expo for products by exhibitors and, if the line is long, go to another one and come back another time. You, as a member, are entitled to one sample given out by an exhibitor; if you wish additional samples, please request them from the exhibitor. BE COURTEOUS!

YOUR CHAPTER WILL LOOK FORWARD TO YOUR REPORT; MAKE IT CONCISE AND INTERESTING. ENJOY REPRESENTING YOUR CHAPTER!🎵

IAAP EVENTS

INTERNATIONAL CONVENTIONS

August 7-10, 2006

Reno 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 CONFERENCE

October 15-18, 2006

Marriott Rancho Las Palmas
Resort & Spa – Palm Springs,
CA

**PROFESSIONAL EDUCATION
CONFERENCE**

March 4-7, 2007

Hyatt La Jolla – San Diego, CA

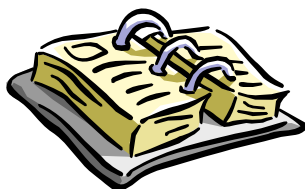


PLATE THE RAINBOW

Tara D. Walters

There may not be a pot of gold at the end of the rainbow, but there is a boost of energy. Eating at least seven colors of the rainbow daily is important for maximum energy. Fruits and vegetables are loaded with anti-oxidants and necessary vitamins. However, different colors can mean different nutrients. For example, red and orange indicates the presence of powerful anti-oxidants, but may not be rich in calcium, folate, and iron which are present in dark greens. Below is a guide to help you get started.

Red-Purple

Example: blueberries, blackberries, plums, beets, grapes

Nutrient: anthocyanins (subgroup of flavonoids)

What they do: improve circulation, aid in cancer prevention, protect the brain

Red

Example: tomatoes and tomato products, red grapefruit

Nutrient: lycopene (carotenoid)

What it does: aid in cancer prevention, specifically prostate cancer

Example: cherries, strawberries, raspberries, watermelon

Nutrient: anthocyanins

What they do: improve circulation, aid in cancer prevention, protect the brain

Orange

Example: carrots, pumpkins, apricots, mangoes

Nutrient: carotenoids, betacarotene

What they do: protect cells, neutralize free radicals, enhance immune system

Orange-Yellow

Example: oranges, peaches, pineapples

Nutrient: carotenoids, vitamin C

What they do: protect cells, neutralize free radicals, enhance immune system

Yellow-Green

Example: spinach, kale, collard greens, bell peppers, corn

Nutrient: lutein (carotenoid)

What it does: may protect the eyes

Green

Example: cruciferous vegetables: broccoli, cabbage, Brussels sprouts

Nutrient: sulphorapane

What it does: aid in cancer prevention

White-Green

Example: garlic, onion, pears

Nutrient: sulfides

What they do: protect cellular structures, may lower LDL (bad cholesterol)

Example: pears, apples, asparagus, celery

Nutrient: flavonoids

What they do: may protect cell membranes

IAAP Information

UNION COLONY CHAPTER
 PO Box 336578
 Greeley CO 80633

Website:
www.orgsites.com/co/ucciaap

NW DISTRICT DIRECTOR

Lynda B. Boulay CPS/CAP
 1808 Windjammer Drive
 Woodbury MN 55125
 Work 651.739.6413
 Fax 651.501.3926
 Home 651.501.3923
 E-mail: lboulay3926@msn.com

IAAP HEADQUARTERS

PO Box 20404
 Kansas City MO 64195-0404
 ----- 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**

**June 14, 2006
 Brainstorming**



**2006 INTERNATIONAL
 CONVENTION &
 EDUCATION FORUM**

August 7-10, 2006
 Reno Hilton
 Reno, Nevada

**A note from your
 Division President**



Sharon Hunvald CPS
 2005-2006 CWM
 Division President

This excerpt is from your Division President's Annual Report

April, May, June

- The CCD and CWM Division APC was an overall a success. Unfortunately the Covey Simulcast experienced sound problems. The City acknowledged this flaw by offering the simulcast to the attendees who would uplink it from the Target Learning Center (TLC) website and select the Covey uplink and thus be able to listen to it in the privacy of their homes or offices. APC Chairman, Nancy Upchurch CPS/CAP, is working with TLC to purchase a DVD of the simulcast, and the Division will lend it out to the Chapters and IAAP members and their companies. CCD is still interested in starting a chapter in 2006. We look forward to working with the City again in the future.
- Via conference call, we had our second Division Board of Directors meeting on May 1.
- Celebrated the Union Colony Chapter's 16th anniversary celebration in May in addition to the installation of their new officers. Billie Willey CPS, Past International President and Boulder Chapter member, installed the new officers.
- The Boulder Chapter and Denver Chapter celebrate their 50th year in June. We will have a special celebration at the Annual Meeting.
- The best is yet to come – "*Crescendo! Celebrate the Orchestration of Your Success*" on June 2-3 at the Radisson Greystone Hotel. Sandy Chandler CPS, International President-Elect, is our honored guest and will present two programs.
- In June, I will install the officers of the Hewlett Packard Northern Colorado Chapter.
- In addition throughout the whole year, I have conferenced in to the NW District Monthly meetings.
- The Division congratulates the Host Committee on what will be a very successful Annual meeting with lots of education. They have **Kept It Successfully Simple and FUN, Foundation, Unity, Networking.** Can't wait!

EPILOGUE: I am very proud of the CWM Division. We did a great job this year. Everyone worked hard. We had a great Board of Directors team and the CWM Division Chapters were awesome! Communication, connectivity, creativity, recognition, and caring played a special role in 2005-2006. I also achieved my personal goal of visiting all the CWM Division chapters, which was accomplished during the period of 2004-2006.♪

UNION COLONY CHAPTER IAAP CALENDAR OF EVENTS

| Date | Event |
|-------------|--|
| 2006 | |
| 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

| | | | |
|------|-----------|----------------|-----------------------|
| 2007 | March 4-7 | Hyatt La Jolla | San Diego, California |
|------|-----------|----------------|-----------------------|

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

| | | | |
|------|---------------|---|--------------------------|
| 2006 | October 15-18 | Marriott Rancho Las Palmas Resort & Spa | Palm Springs, California |
|------|---------------|---|--------------------------|

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 | Patti Lovato 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>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.