

# Meeting Announcement

**WEDNESDAY, MARCH 8, 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 “If the Shoe Fits”

Mark Florio  
Florio's Shoes

Mark Florio will enlighten us with shoe history and fitting techniques.  
Come learn how to keep those tootsies happy!!

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

Elaine Furister CPS/CAP  
970.352.9413  
efurister@comcast.net



**Remember:** Guests are very important to us.  
Please RSVP by Wednesday, March 1, 2006

## LEAP INTO ACTION!

Esther Camacho  
2005/2006 Chapter President

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

Hello Ladies!

I hope you are all enjoying the beautiful snow, looks like winter finally came in! Nothing like the weather we had on the night we had our speaker. Speaking of, did you all enjoy learning about your personality? I was surprised to see the few number of caregivers and socializers we had. Nevertheless, I'm sure we all learned good tips on how to "negotiate" with each different personality.

I would like to take this opportunity to encourage each and every one of you to bring more guests to our meetings. I know when I first was becoming familiar with this wonderful group, the special speakers we had made a true impact. Keep doing such a wonderful job, and I'll see you all next meeting!

Regards,  
Esther



## INFORMATION EVERYWHERE. . . POSITIVE INFLUENCE

**S**ome of the best process-improving, money-saving and career-advancing ideas come from employees who have the moxie to speak up! (And executives know this.) When these employees see a problem they can solve, they're unwilling to sit on the sidelines: They'd rather take that ball and run with it, dodging obstacles and weaving around a naysayer or two so they can get a touchdown that benefits the entire team.

But exactly how can you influence executive decisions and make an even greater impact on your workplace? These ideas can help:

- **Do your homework.** Before approaching leaders with any idea or viewpoint, get all the facts that support your proposal. Be prepared: Plan who you'll approach and how to share your message so you're most persuasive and effective. Remember, just because you have a rock-solid idea doesn't mean you won't have to sell it. Doing your homework in advance is your best bet.
- **Take the initiative.** Next, have the courage of your convictions to step forward. An idea worth pursuing is an idea worth fighting for. Explore all the angles, long before you're asked to. Have answers to possible questions ready. Think like an executive – which means, think ahead and act with purpose.
- **Volunteer to assist with related work.** One great way to influence executive decisions is to volunteer to assist a project or process. Extra hands, and minds, are often in demand. Asking to join related committees and teams is a good way to get involved.
- **Be persistent.** Finally, recognize that your efforts may not pan out in the beginning. Don't give up! It may take approaching the same problem and the same people several times before your brilliant viewpoint is acknowledged. This is common, so try not to take it personally. Keep plugging away, and you'll eventually win the day.

Use any or all of these ideas, and you'll be a "Star Performer" who truly makes a difference! ♣

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**UNION COLONY CHAPTER**

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

**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.

**MICROSOFT EXCEL: CONDITIONAL FORMATTING**

If you have ever manually formatted Excel cells to highlight important data, then you need conditional formatting. If you want an automatic way to easily display key values and results, then you need conditional formatting.

Conditional formatting in Microsoft Excel allows you to set rules for automatic cell formatting. If the rules (conditions) are met, then the formatting is applied. You can have up to 3 criteria in a cell.

**Conditional Formatting and Analysis**

To view or create conditional formatting, 1) Select cells, 2) Format > Conditional Formatting, 3) Set criteria, 4) Choose format

**Training Classes**

Employee Name	Class	Class Date*	Renewal or Exp	Days Due	60 Days or Less for New Training
Billy Bob	CPR	4/25/2005	4/25/2006	65	OK
Mary Jo	Heavy Equipment Safety	1/15/2005	1/15/2006	-35	Training Needed
Suzi Q	Diversity in the Workplace	4/3/2005	4/3/2006	43	Training Needed
Big Jim	Sensitivity Workshop	9/22/2005	9/22/2006	215	OK
Daisy Mae	Scaffold Training	3/15/2005	3/15/2006	24	Training Needed

\* formula added to Class Date to maintain example relevance

**Formula:**  
 =-(TODAY()-D9)

**Conditional Formatting: Cell Is**  
 Display in **bold blue text** if cell value is between 60 and 30.

Display in **bold white text on a red background** if cell value is less than 30.

**Formula:**  
 =IF(E7>60,"OK","Training Needed")

**Conditional Formatting: Formula Is**  
 =-(TODAY()-D7)<=60  
 Display in **blue, bold and italic** if formula result is true

**How to Apply Conditional Formatting**

1. Select the cells to be formatted.
2. Choose **Format > Conditional Formatting...**
3. Leave the first drop-down box set to **Cell Value Is** (the other option is **Formula Is** which requires formula criteria).
4. In the second drop-down box, choose one of the operators such as 'greater than or equal to' or 'between'.
5. In the text box, type a number or a cell reference. For instance, you may want to format all cells with a value greater than the value in cell B5.
6. Click the **Format** button.
7. Choose any combination of Font, Border and/or Patterns.
8. Click **OK**.
9. To add another conditional format, click the **Add** button.

*Conditional Formatting Continued on Page 3*

**NEWSLETTER CONTRIBUTIONS**

All committee reports are due at the monthly chapter meeting. All other submissions are due to Trudy Miller ([tmiller@henselphelps.com](mailto:tmiller@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>A</u>	<u>B</u>
<b>February</b>		
Mona Boyd CAP -----	1998	8/25
Sheri Garland -----	2003	3/19
Trudy J. Miller CAP-----	1998	3/3
Stephanie Vallejo -----	2002	5/14
<b>March</b>		
Tammy L. Fiscus-----	2005	2/24
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
Diana Gross-----	2004	9/22
<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
Harriett Meeker-----	2005	
<b>November</b>		
Sharon Lynch -----	11/05	
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 SPONSORS**

[www.officeteam.com](http://www.officeteam.com)  
[www.mmm.com/office](http://www.mmm.com/office)  
[www.avery.com](http://www.avery.com)

**CONDITIONAL FORMATTING (cont.)**

- Repeat steps 3 to 8, choosing the criteria and format for the second condition. A third condition is also allowed.
- Click **OK** to return to the worksheet and apply the formatting

**Change or Remove Conditional Formatting**

- Select the cells with the format that you want to change or delete.
- Choose **Format > Conditional Formatting...**
- To change, select **Format** for the condition you want to modify. To start from scratch, pick the **Clear** option and then pick your formatting choices.
- To remove conditional formatting, choose **Delete** and check which conditions you want to delete.
- Choose **OK** twice to apply the changes.

**Find Cells That Have Conditional Formatting**

- To find all cells that have conditional formatting, click any cell. To find cells that have conditional formatting settings identical to the settings of a specific cell, click the specific cell.
- Pick **Edit > Go To**.
- Click **Special**.
- Click **Conditional formats**.
- Do one of the following:  
 To find cells with any conditional formatting, click **All** below **Data validation**.  
 To find cells with identical conditional formats, click **Same** below **Data validation**.
- OK** to return to the worksheet; cells with conditional formatting will be selected. ♣

SoftwarePro.com

**BILL ME LATER?**

If you're among the one-third of all web users who refuse to use credit cards when making purchases online, there's a new service coming your way called Bill Me Later. Online giants [Walmart.com](http://Walmart.com), [Priceline.com](http://Priceline.com) and [eToys.com](http://eToys.com) have been trying out this new payment option that's tailored to coax web-wary consumers over to the electronic side. Here's how it works:

Select your purchase (at a site that offers Bill Me Later)  
 Pay for your purchase by entering a minimum amount of information about yourself (date of birth and the last four digits of your Social Security number)  
 Pay for the item after you receive your bill in the mail

Bill Me Later is a payment system created by Maryland-based [1-4 Commerce, Inc](http://1-4Commerce, Inc). Millions of consumers have used the service, and some 230 major online retailers currently offer it. If you're interested in checking out the company's stock, you'll have to wait. The company is currently privately held, although analysts anticipate a public offering in 2007 (source: [BusinessWeek](http://BusinessWeek)). ♣

WomensWallstreet.com

**CWM DIVISION**

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

**“Better to be occasionally  
 cheated than perpetually  
 suspicious.”**

-- B.C. Forbes

**NEED A THEME FOR YOUR NEXT BUSINESS MEETING?**

**C**heck out this new-for-2006 "Theme Ideas Handbook," which contains more than 600 theme ideas, as well as "how to" information and worksheets. It's available for immediate download and use for any meeting, conference, event, or occasion.

It was designed to overcome the problems and headaches of staff limitations, tight deadlines, limited budgets, and creative dry spells when it comes to creating themes.

Here's a small sample of the themes you'll find:

- T.E.A.M. = Together Everyone Achieves More
- Teamwork in Action
- Brown Bag Briefing
- “Tell Someone They’re Doing a Great Job” Day
- They Said It Couldn’t Be Done
- Delight the Customer
- T.O.P.S. – Total Organization Promoting Service
- Treating Customers Right
- Triple Threat

To get the "Theme Ideas Handbook," visit  
<http://www.bizmotivation.com/themes.htm>.

*HAPPY ST. PATRICK'S DAY!!*



**WORD LEARNING**

**abulia** \ay-BOO-lee-uh\ *noun*: abnormal lack of ability to act or to make decisions

**Example sentence:**

"Since his college graduation, my son seems to be suffering from abulia — he just can't decide what he wants to do next," sighed Philip.

**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: PROTOCOL**  
*- Vi McNew CPS/PRP*  
*Boulder Chapter Member*

Protocol involves courtesy and consideration given to guests and honored members of our Association.

In our IAAP Chapters, the matter of protocol is left up to the presiding officer or the program chairman. This involves seating guests, honored members, and/or past presidents, paying attention to their rank and seating them in the correct pecking order. If there are opening ceremonies involved, this could include arranging for a clergyman to present the invocation, a leader for the flag ceremony, music, and the like.

In seating arrangements, the president is always in the center, the first ranking guest on the right of the president, the second ranking guest on the left of the president. This seating is continued until the head table (platform) is filled.

When introducing guests, the highest ranking official is presented first; however, if the guests are expected to say a few words, begin with the lowest rank and continue up the scale with the highest rank last to give this person prominence and the opportunity to speak the longest. When presenting past presidents, always give the year of their administration. It is absolutely essential that each name be properly pronounced and should be rehearsed by the person making the introductions.

Special or honored guests should be invited in advance and should be advised as to the place, hour at which they are to be presented, the length of time for their presentation and whether or not they will be expected to answer questions. It is well to contact a speaker a couple of days before the date of the meeting to make sure all details have been confirmed. These include transportation to and from the airport, hotel reservations, and payment of the fee/honorarium, if any. The person in charge of protocol (or a designated person) should meet the guest and introduce the guest to the president and other officers if they have not previously met. Honored guests should never stand in line for refreshments. The secretary of the organization should promptly send a "thank you" note on behalf of the organization.

Each chapter has its own way of seating officers at meetings. It is this writer's opinion that it is much easier for the presiding officer to have the current officers (vice president, secretary, treasurer, parliamentarian) seated at a table facing the membership for the simple reason if the presiding officer needs to confer with one of these officers, it is less of an interruption to the assembly to have that officer near at hand. As noted above, the presiding officer is always in the center; a proven successful seating arrangement is for the secretary to be seated to the presiding officer's right and the parliamentarian to the presiding officer's left, with the vice president next to the secretary and the treasurer next to the parliamentarian.

There is not, to my knowledge, any hard and fast rule about this and whatever is comfortable for the president (presiding officer) should be followed. If there is a guest speaker, this speaker should be seated, as noted above, to the right of the president. In larger meetings, such as a Division meeting, if a head table is used, it will require adjusting the officer seating to allow for the additional persons; many times this can be handled by having the vice president, secretary and treasurer seated in the assembly until the opening ceremonies have been accomplished. The clergy/city official are then given the opportunity to leave and the officers can then join the president for the commencement of the business meeting.

The important thing to remember is to give the honored guests and visiting officials the proper recognition. This contributes to the esteem of the organization and is well worth the time and effort in seeing that rank is properly recognized.♣

**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 SEMINAR**

**October 16-19, 2005**

Hyatt Regency Chesapeake  
Bay – Cambridge, MD

**October 15-18, 2006**

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

**PROFESSIONAL EDUCATION  
CONFERENCE**

**February 26-March 1, 2006**

Flamingo Hilton Hotel – Las  
Vegas, NV

**March 4-7, 2007**

Hyatt La Jolla – San Diego, CA



**TRAVEL LEAPS: BAGGAGE TIPS**

The airlines have upgraded baggage tracking technology so reuniting passengers with luggage is much quicker and easier today. It's encouraging that only .005% of all checked baggage is permanently lost. Luckily, most bags will catch up with you within hours (usually the next flight on your route) and the airline will deliver it to you by courier.

As a passenger, you can take certain precautions that can help the airlines return items you leave on a plane or get your bags back to you quickly should they temporarily go astray en route.

1. It's important to remember that traveling has inherent risks. It's never prudent to pack (or in some cases, even take along) expensive items or belongings that are hard or impossible to replace.
2. Any valuables you have should be kept with you as you travel including prescriptions, travel documents and cash, as well as jewelry. Upscale catalogs and retail travel stores offer numerous products to conceal valuables such as money belts.
3. If the nature of your travel demands that you routinely take expensive jewelry and clothing or equipment, be sure you cover their replacement value under a policy you buy in addition to the automatic, limited coverage provided by the airline. Check with your own insurance company for this protection or buy excess valuation coverage on the spot at the ticket counter.
4. Bag tags are required, but they can be torn off. Some suitcases have a slide-in window about the size of a business card for secondary identification. Consider these when shopping for a new suitcase.
5. Some travelers put their identification on the bags tags when they purchase the luggage and never think about it again. Airlines sometimes discover the owner of the bag has not lived at the address on the tag for many years. Make sure yours are up to date.
6. Put additional identification inside your bag including a copy of your itinerary. This can help the airlines know whether to send your bags to your travel destination or your home.
7. With stricter conditions on carry-on baggage, you may find suitcases and hanging bags you previously were able to sneak on board will need to be checked. That's why it's smart to take precautions on every bag, even the ones you plan to keep with you on the plane.
8. Put your name and address on everything. Remember camp? The reason your mom sewed labels in your underwear is the same reason you want to label things you don't think of as luggage - your glasses case with your expensive designer eyewear inside, your camera and camera bag or the extra tote you bought on the trip to carry all those goodies home. If you leave these items behind on the plane, it's essential that you have identification on these items so they can be found among the hundreds of similar items left in overhead bins or seat pockets.

*Baggage Tips Continued on Page 8*

**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**  
 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](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**

**March 8, 2006**  
**"If the Shoe Fits"**



**2006 CWM DIVISION ANNUAL MEETING**

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

**E-MAIL MESSAGES**

Perhaps the most frequently used form of business writing is the e-mail. E-mails offer quick, immediate communication and feedback, encouraging better communication between employees and departments as well as improving connections between business and clients. However, there are some drawbacks to the medium. Whenever you start to write an e-mail, consider the following factors.

**Strong Points**

- **E-mail is fast.** Electronic messages travel swiftly, allowing for quick answers and turnaround.
- **E-mail is flexible.** You can store received messages for later retrieval, embed links within your text, and easily communicate with people across the room or across the world.
- **E-mail is efficient.** By using the "reply" feature, you can create an easy-to-read trail of messages, creating a record of a "conversation."
- **E-mail is economical.** There's no expense for postage or paper—and no paper waste.

**Weak Points**

- **E-mail has a reliability risk.** E-mails have been known to disappear into the ether. A power failure could interrupt communication. If a recipient's mailbox is full, the message could bounce.
- **E-mail lacks confidentiality.** An e-mail message is about as private as a postcard. It could be forwarded without your knowledge or could even end up in the wrong mailbox!
- **E-mail could encourage laziness.** Many look at e-mail as a casual form of communication and thus don't bother to revise or edit their messages. Also, it's too easy to send a message in haste—especially a response—which could lead to problems later on.

For that reasons, e-mails are generally not recommended as a means of formal, professional communication. When the message is critical, you'll do better to write it out and send it by ground mail. But for quick notes and immediately communication, you can't beat e-mail!

**E-mail Hints**

**Never fire off an angry e-mail response.** Let yourself cool off before responding. Never use abusive or insulting language—called "flaming."

**Check your e-mail on a regular basis.** Because of the immediacy of e-mail, it's advisable to check three times a day: once in the morning, once around lunchtime, and once before you leave work. This will assure that you receive important messages in a timely fashion.

**Answer anything that requires a response.** If you can't respond immediately, send a quick note acknowledging receipt and explaining that you will respond completely at a later time.

**Don't forward spam or jokes.** Unless you know the recipient would want the material, resist the urge to send it to everyone on your mailing list.

**Use an automated response.** Let correspondents know if you can't read e-mail for a while.

**Be selective.** Send e-mails only to pertinent parties. Not every message needs to go to everyone in the office. 🌱

UpwritePress.com



May you always have walls  
for the winds,  
A roof for the rain, tea  
beside the fire,  
Laughter to cheer you, those  
you love near you,  
And all your heart might  
desire!

*An Irish Blessing*

**"The more elaborate our  
means of  
communication,  
the less we  
communicate."**

*Joseph Priestly*

**FEBRUARY'S A GOOD MONTH TO . . .**

- Go through and organize last year's tax records.
- Establish and explain bonus opportunities for employees.
- Ask for employee vacation dates for the year.
- Examine project schedules for the year and revise if necessary.
- Plan a social event for employees to offset the gloom of winter and reconnect on a personal level.

**BAGGAGE TIPS CONTINUED**

9. Before packing for any trip, check all the zippers and locks on your bags since they may have become worn or broken on a previous trip. And be aware, even if the zippers and locks are in good condition, overstuffed luggage is prone to burst open during the normal shuffle between the terminal and the plane.
10. Make an inventory of the items packed in each bag to assist the airlines in finding your luggage.
11. To prevent your look-alike bag from being grabbed off the carousel by a traveler too rushed to check the tags, tie a colored ribbon on the handle or secure a colored elastic band (made for this purpose) around your suitcase. These kinds of mix-ups are preventable, so take precautions.
12. Tip the Skycap! It's smart to be especially courteous to the Skycap. A tip and a respectful attitude can go a long way to making a Skycap extra careful to get your bags checked carefully.
13. Take the time to make sure the airline tag placed on your luggage correctly identifies the last destination on your journey. This can prevent your bag from being off-loaded too early or stopping in a city half-way to where you are going. If you don't know the three-letter ID for your city, ask the Skycap or ticket agent.
14. Be sure you get your bag tag stubs with the UPC bar code. In today's new era of ticketless travel, it's easy to forget these. You probably will get a ticket jacket with the tags attached, but sometimes they're just stapled to whatever you have - a faxed itinerary, for example, These act as your receipt and are your proof your bag was checked. Treat them as important travel documents.
15. On the plane, carefully note where you've stashed items. If the only overhead space that is available is over row 27 and you're in row 23, you might grab your jacket from the closest bin and leave other belongings stowed elsewhere.
16. If your luggage does not arrive in the baggage claim area, find the baggage agent on duty immediately. There's a chance your luggage already arrived and is locked up in the agent's area for safe keeping. Sometimes luggage is loaded onto a non-stop flight even though you were on a plane that had a stopover on the way so your suitcases get there before you.
17. But if your luggage is not there, do not leave the airport before completing the paperwork for the baggage agent. Fill out all information about your luggage on the forms provided. Be as detailed as possible. Get a phone number to call in case you need to follow-up. If you need basic amenities such as toothbrush, toothpaste and razor to be ready for a meeting, ask. Most airlines will provide these for you while you're waiting for your suitcase.

If you follow these basic, common sense tips, you should reduce the risk of losing your luggage and precious belongings.

*Lost Treasures Around the World*

## UNION COLONY CHAPTER IAAP CALENDAR OF EVENTS

Date	Event
<b>2006</b>	
February 26-March 1	Spring Professional Education Conference
March 8	<b>If the Shoe Fits</b> with Mark Florio from Florio's Shoes – Chapter Meeting
April 12	<b>Website Development</b> by Agtown Technologies – Chapter Meeting
April 23-29 / April 26	Administrative Professionals Week® / Day®
April 26	APC Event: <i>Together We Can... Creating Excellence in the Workplace</i> – Colorado Convention Center (Hosted by City & County of Denver and IAAP)
May 5-6	CAP and CPS Exams
May 10	<b>Dare to Dream</b> , Bill Williams – Annual Meeting / Installation of Officers - Chapter Anniversary
June 14	<b>Leap Into Action for 2006/2007</b> - 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

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

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



STEPHEN COVEY

JACKIE FREIBERG

# 3<sup>rd</sup> Annual Administrative Professional Conference

Wednesday, April 26<sup>th</sup>  
Colorado Convention Center



Featuring via live satellite broadcast, **Stephen R. Covey**, author of *The 7 Habits of Highly Effective People*



Skillbuilding session with Jackie Freiberg, author of *Nuts! Southwest Airlines' Crazy Recipe for Business and Personal Success*



Kay E. Enlow, CPS/CAP, International President of IAAP® will present *The State of The Profession*



Sandra P. Chandler CPS, International President-elect of IAAP®, Keynote speaker on *Turning Jobs Into Careers - Creatively*



Dr. Joseph Michelli, Psychologist and International Speaker on *Humor and Stress in the Workplace*



**Together We Can!**  
Creating Excellence in the Workplace

The 2006 Administrative Professional Conference is designed, planned and co-hosted collaboratively by chapter members of the International Association of Administrative Professionals® (IAAP®) and employees of the City and County of Denver

## Attention IAAP® Chapter Members:

Have you decided how your organization can recognize and reward you on Administrative Professionals Day?

Register today to participate in the 3<sup>rd</sup> Annual Administrative Professional Conference, Wednesday, April 26, 2006 at the Colorado Convention Center. This conference is the event of the year for Administrative Professionals who are interested in learning how to increase their value with professional certification through the International Association of Administrative Professionals® (IAAP®), develop better working relationships, communicate with impact, lead people, manage and adapt to change, manage time effectively, and liven-up, loosen-up and release their enthusiasm and creativity.

## Conference Registration Fee:

### Early Bird Registration – by 5:00 p.m. , March 24th

IAAP® Chapter Member - \$99  
Non-City employee - \$129

### Registration Fee – after 5:00 p.m., March 24th

IAAP® Chapter Member - \$149  
Non-City employee - \$169

*The conference fee includes attendance at all activities and workshop sessions, as well as a continental breakfast and a sit-down lunch. **Registration is complete and valid upon receipt of registration form and payment. A check or money order is required to confirm registration.***

**Date and Time:** April 26th, 2006, 8:30 a.m. – 5:00 p.m.

**Location:** Colorado Convention Center

**2006 Conference Theme:** Creating Excellence in the Workplace

**Keynote Speakers:** Stephen Covey, on *Leadership*; Jackie Freiberg on *Becoming a Remarkably Different Administrative Professional*; Kay K. Enlow, CPS/CAP – IAAP on *The State of The Profession*; Dr. Joseph Michelli on *Life After Stress: Finding Joy In Insane Times*; and Sandra P. Chandler, CPS/CAP – IAAP on *Turning Jobs Into Careers - Creatively*

**Workshop Topics Include:** *Professional Certification; Is Your Career in Balance?; Grace Under Pressure: Maintaining Your Cool When Things Get Really Hot; Who Do You Trust?; We've Got To Stop Meeting Like This!; Business Etiquette for the Business Professional; Did You Hear What I Said?; 2020: Office of the Future; Change and the Administrative Professional – You've Got To Be Kidding!; Stress and Humor; Managing Your Personal Finances; Customer Service; and Manager's Roundtable*



**Special Appearance:** Adele Arakawa, 9KUSA News Anchor will moderate a live panel discussion between Administrative Professionals and employers from both the public and private sectors

**For additional information or to register:**

**Visit the website at:**

[www.denvergov.org/adminprofessional](http://www.denvergov.org/adminprofessional)

**Call: 720-913-5693**

**or e-mail:**

[Destiny.Lee@ci.denver.co.us](mailto:Destiny.Lee@ci.denver.co.us)

[www.denvergov.org/adminprofessionals](http://www.denvergov.org/adminprofessionals)