



## LEAP INTO ACTION!

*Esther Camacho  
2005/2006 Chapter President*

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

**H**ello Ladies! It has been an exciting year, and it isn't over yet. Please continue to invite new potential members to the remainder of our meetings. We still have a lot to share and learn, but most important of all...we have a lot of fun waiting!

I hope to see you all there.♪



## INFORMATION EVERYWHERE. . .CHANGE WITHOUT MUTINY

**E**very business owner and manager dreads that sudden dip in morale, the lowered productivity, the complaining and, sometimes, the frozen in fear like a deer in the headlights that accompanies change. Changing an office, a procedure, reporting structure or personnel are essentially mechanical. Because of the change, it is the transition that people must go through, which causes the difficulty.

The old "get a grip" speech may work temporarily. People will at least pretend things are all right, but the signs of mutiny are everywhere. The grapevine is hot and defensiveness prevails. Anger, masking hurt feelings and fear preoccupies minds and ultimately, your bottom line will be affected. Not in your company! Don't be so sure. I have seen many a CEO in denial. Is it avoidable? Not completely. But knowing the ROPES and using them effectively will smooth the transition.

**R is for Reason.** Sell the problem before you try to sell the solution. What is the reason you need to make the change? Communicate it effectively to your staff. Don't just make a statement at a meeting or send a memo. The ears go first when people are stressed. Communicate in at least four ways. Your choices: 1) memo, 2) in person at a meeting, 3) e-mail, 4) in person individually, 5) company newsletter or 6) bulletin board. If you have other avenues, use them.

Perhaps you're saying, "Hey, it's my company and I can do anything I want to." Yes, you can. But, smooth sailing requires a team effort. Expect the seas to get rough if you pass up the Reason or handle it poorly.

**O is for Outcome.** What will you achieve by making the change? Explain what it means to the company and to the individuals. What are the rewards? Are sacrifices necessary now to have a good result in the future? Change can provide new and sometimes exciting opportunities. Communicate them.

Don't overlook Outcome. One company I worked with did, even though the future possibilities were excellent. The result was almost two years of turmoil, trading water, loss of some talented staff and a decline in revenue. It was a waste of valuable time and resources. It should not have been that severe.

**P is for Plan.** What is your plan? Explain the steps necessary to achieve the goal. If you have a plan A and plan B, explain both. Employees who feel informed and trusted are more likely to be supportive through the roughest waters. Change is like being lost at sea. Knowing the plan gives people a chart to follow.

People flounder without a plan. They're afraid to move because it may be the wrong move. They wait and hope for a sign. Waiting is costly.

**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

**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.

**CHANGE WITHOUT MUTINY (CONTINUED)**

**E is for Engage.** Let people know how they can be involved in the process. Allow them to participate in the plan, if possible. Tell them what they have to offer and what they need to work on. Engaging people in the process increases their ownership of the change and allows them to become part of the transition solution. It stimulates creativity and encourages movement.

Be sure that engagement is real and not just futile busywork. I've witnessed that scenario in companies many times. The result is more frustration, loss of trust and mental shutdown. If you're asked to think and contribute and no one cares, why bother.

**S is for Support.** Be positive. Motivate your employees. Let them know that you value them, you believe in them and you will help them succeed. Everyone needs support. It provides a safety net for the necessary risk taking.

Applying the ROPES before you change course can minimize the dip in morale and loss of productivity. First though, go through all five steps yourself to see if you really can justify the change. If you can't, perhaps you should reevaluate the situation.

Change, whether it appears positive or negative is difficult for most people. How frightened were you when you finally finished college or married? Be honest with yourself. Transitions always mean a loss of something, even small transitions. Letting go is not easy. The ROPES will serve as a lifeline to get you and your people through the storms and uncertainty of change.

*Linda Nash*

**EXCEL TIPS**

**Easy Data Entry**

Save time with these quick and easy ways to enter data in an Excel worksheet:

- Enter current date: **[Ctrl] + ;**
- Repeat data from cell immediately above: **[Ctrl] + ' (single quote)**

**Easy Date Entry**

When typing a date into Excel, just enter the month, slash, day such as 7/15 and then press **[Enter]**. Save keystrokes—no need to type the year—Excel assumes that it is the current year. The display of the date depends on the formatting of the cell.

**Easy Worksheet Management**

Right-click on any sheet tab (Sheet1, Sheet2, etc.) for a shortcut menu of worksheet options. This is a quick way to rename, delete, add, change colors, copy, and more.♪

*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](mailto:tjmillier@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
Greta Steinmetz -----	2006	10/17
Stephanie Vallejo -----	2002	5/14
<b>March</b>		
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
<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	
<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

**TRAVEL VOUCHERS—TO BUMP OR NOT**

**A**nyone who's flown recently can tell you that planes are getting more crowded - and the busy summer season hasn't even started. Add some bad weather and let the "bumping" begin - as in getting bumped from over-booked flights. That means a lot of free travel vouchers! In fact, the number of vouchers distributed to bumped airline passengers is growing every quarter. With low airfares still to be found and bumping at an all-time high, here are a few Quick Tips from the American Society of Travel Agents on what to ask before you say "yes" to being bumped.



- Know the Lingo. A "voluntary" bump is different from an "involuntary" bump. The former is not regulated by DOT (read: you can negotiate), but the latter is (read: you can still negotiate but compensation minimums are regulated).
- Know Your Questions: Expiration dates, blackout dates, international travel stipulations, and timeframes for advance reservations with travel vouchers are key questions to ask before you accept a bump.
- Know Your Rights: New regulations require tiered compensation depending on how many hours later (after your original arrival time) you will arrive at your destination.

*The Aviation Consumer Protection Division has more information on overbooking. You can access it at <http://bluehornet.com>.*

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

**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)

**EMAIL VIRUS**

With the latest virus blockers and other technology solutions, we're *all* susceptible to this kind of attack – and we could easily find ourselves in the midst of such an e-crisis, either receiving or unintentionally sending a virus to others.

To that end, here are some best practices to consider in our increasingly e-business world:

- **First, contain the virus.** If you see you've been affected by a sinister e-mail message, do as my assistant did and immediately, physically disconnect your computer's access to the 'Net. This will prevent further virus replication.
- **Second, contact IT for assistance.** Sweep your e-mail program with any number of effective virus scanners on the market today – or ask a tech-savvy person to assist you.
- **If you're on the sending end of an e-mail virus:** Consider drafting an "auto response" that acknowledges the virus problem has been contained and refers people to you with any questions. Be prepared to help them contain the virus – with advice on how you did it or even online references, if they're handy.
- **If you're on the receiving end of an e-mail virus:** Avoid snap judgments and preserve your stellar professional image. Often, the people who appear to be the virus senders are professionals like you – and as unaware of the problem as you were. Put yourself in their shoes: Use tact and grace, informing them what happened while laying blame where it belongs – at the feet of some two-bit hacker bent on wreaking havoc on upstanding businesses and businesspeople.

We can't always control adverse situations like this. But we *can* control the ways we manage them – and our attitudes in working with others.

*OfficeDynamics.com*

**WORD LEARNING**

**meliorism** • \MEE-lee-uh-riz-um\ • *noun*

: the belief that the world tends to improve and that humans can aid its betterment

**Example sentence:**

Jane's resolute meliorism fueled her insistence that both world peace and the worldwide eradication of hunger were indeed attainable within her lifetime.

*Merriam-Webster, Inc.*

**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 NEWLY ELECTED OFFICERS**  
*– Vi McNew CPS/PRP  
 Boulder Chapter Member*

Following is a short explanation of the duties of each officer.

**President:**

This officer occupies the place of authority. As the presiding officer, the tone of the entire meeting is set by this officer. A well-run meeting will encourage members to attend and participate. An error in procedure is soon forgotten if the presiding officer is courteous, enthusiastic, considerate of the members, and genuinely interested in accomplishing the organization’s goals. How does one accomplish this? **BE PREPARED!**

The duties of the president are listed in the Bylaws and Standing Rules of the Chapter. Be familiar with them and avail yourself of the assistance of an experienced mentor.

**Vice President:**

This officer must also be aware of the duties outlined in the Bylaws and Standing Rules and stand ready to step into the role of the presiding officer when necessary.

**Secretary:**

This officer is primarily responsible for keeping an accurate account of the Minutes of both the Board and the Chapter meetings and it is recommended that a draft of the Minutes be made available to the elected officers as soon as possible after the meeting. Thus any inconsistencies can be corrected before the Minutes are in final form. They are the written record of what was done at the meeting and accuracy is a must.

**Treasurer:**

This officer is responsible for the Chapter’s finances. It goes without saying that all amounts received and paid must be set forth in the financial report which is presented to the Chapter members. Questions concerning the monthly report are always directed to the President/Presiding Officer who may request the Treasurer to make an explanation. Following disposition of any questions, the proper wording by the presiding officer is, “Thank you; the report will be filed for audit.” Again, knowledge of the Bylaws and Standing Rules is a must.

It is a privilege and honor to be chosen as an elected officer. It represents the trust the members have bestowed upon you. Take your duties seriously and seek assistance if you have any doubt as to the correct procedure.♪

IAAP EVENTS

**A** 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

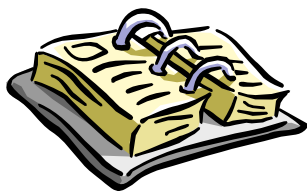
October 15-18, 2006

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

PROFESSIONAL EDUCATION CONFERENCE

March 4-7, 2007

Hyatt La Jolla – San Diego, CA



RECOGNIZING A STROKE

Sometimes symptoms of a stroke are difficult to identify. Unfortunately, the lack of awareness spells disaster. The stroke victim may suffer severe brain damage when people nearby fail to recognize the symptoms of a stroke.

Now doctors say a bystander can recognize a stroke by asking three simple questions:

**S** \*Ask the individual to **SMILE**.

**T** \* Ask the person to **TALK**, to **SPEAK A SIMPLE SENTENCE**. (Coherently) (i.e. . . It is sunny out today)

**R** \*Ask him or her to **RAISE BOTH ARMS**.

*NOTE: Another 'sign' of a stroke is this: Ask the person to 'stick' out their tongue. If the tongue is crooked, if it goes to one side or the other, that is also an indication of a stroke.*

If he or she has trouble with any one of these tasks, call 911 immediately and describe the symptoms to the dispatcher. 🎵



"Lack of Money is no obstacle.

Lack of an idea is an obstacle."

--Ken Hakuta



**IAAP Information**

**UNION COLONY CHAPTER**  
 PO Box 336578  
 Greeley CO 80633

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

**Canterbury Tea Room**

**May 10, 2006**

**Dare to Dream – Again!**



**2006 CWM DIVISION ANNUAL MEETING**

June 2-3, 2006

Radisson Graystone Castle  
 Denver, Colorado  
 1.800.333.3333

**A note from your  
 Division President**



Sharon Hunvald CPS  
 2005-2006 CWM  
 Division President

**ADMINISTRATIVE PROFESSIONALS DAY®/WEEK®**

I hope you all experienced an outstanding Administrative Professionals Day/Week. Many chapters celebrated with a special and educational program.

**CITY AND COUNTY OF DENVER/CWM DIVISION ADMINISTRATIVE PROFESSIONALS CONFERENCE**

“Together We Can! Creating Excellence in the Workplace” was the theme of this 3<sup>rd</sup> annual City & County of Denver’s (CCD) Administrative Professionals Conference on APD - the first co-hosted with the CWM Division of IAAP. Was it a success? Yes, it was.

This conference drew 648 attendees (350 the first year & 458 in the second year). The simulcast was televised live at 11:00 am during lunch. The downside was that there was too much chatter during this part of the program making it very difficult for attendees to hear the uplink. The Profile of Excellence panel discussion moderated by Adele Arakawa 9News was outstanding as were the educational programs provided throughout this event (14 programs all together, many repeated in the afternoon).

Can we provide a better conference in the future? You bet. We will meet with the CWM Division Team and then provide feedback for the next conference in our follow-up meeting with CCD. We will provide you with further information regarding this.

**CWM DIVISION ANNUAL MEETING JUNE 2-3**

“Crescendo! Celebrate the Orchestration of Your Success” will be an awesome Division Meeting. Super educational programs will be provided Friday and Saturday. Sandy Chandler CPS, International President-Elect, will be presenting Grace Under Pressure: Techniques for Maintaining Your Cool When Things Get Really Hot. She will also be the Saturday morning keynote speaker and will later talk about the State of the Association. See you all there!

**HAPPY ANNIVERSARY**

Union Colony Chapter celebrates its 16<sup>th</sup> Anniversary on May 10<sup>th</sup>. Everyone is invited to a special dinner at the Canterbury Tea Room in Greeley, CO. Contact Elaine Furister at [efurister@comcast.net](mailto:efurister@comcast.net) by May 2<sup>nd</sup> if you would like to attend. Reservations and payment need to be made by May 2<sup>nd</sup> as well.

**CPS/CAP EXAM APPLICANTS**

Good luck to all applicants taking the CPS/CAP Certification test in May.

**VOLUNTEERS REQUESTED**

Volunteers at the Division and Chapter level earn re-certification points in addition to letters of recognition for their portfolios. Volunteering incorporates leadership training and interactive skill sets in working with different leadership styles. Mentoring and job descriptions are available so re-inventing the wheel is not necessary. **Challenge yourself, step out of the box, work with great teams and GROW!** And remember, **“Never Stop Learning and Achieving.”** 🎵

### Union Colony Chapter IAAP Calendar of Events

Date	Event
<b>2006</b>	
May 10	<b>Dare to Dream--Again</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**

2007	March 4-7	Hyatt La Jolla	San Diego, California
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#### **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
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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	Stacia Keller CPS <b>stacia@jbse.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 marie.buquo@hp.com
<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>olminc@yahoo.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.