



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

Meeting Announcement

WEDNESDAY, NOVEMBER 9, 2005



Meeting Location

Aims College Center
Room 729

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



Leap Into Action Through Networking and Training

Marcia Cunningham
Career Service Authority (CSA)
Training and Organization Development Division
City and County of Denver

Administrative Professional Excellence (APEX) - Marcia is with the City and County of Denver, Career Service Authority. APEX is a one-year structured training program designed exclusively for employees working in office, secretarial, support, clerical, administrative and executive assistant positions. Join us to learn how networking with APEX can advance your career.

Please contact Elaine for more information
and to RSVP your attendance!
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 Monday, November 7, 2005



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 everyone is enjoying the wonderful colors of Fall. It's incredible to think that time is going by so fast! Can you believe we're already in November and almost through with this year? We have started an awesome year with IAAP, I'm sure we've all learned a lot already—I know I have. Last month's program was a great opportunity to learn with "ABC's of UCC"- isn't it neat that we finally learned exactly what RSVP means? We use it all of the time! I would like to thank everyone who got all of that together; you all did an extraordinary job! You always do.

IAAP always, in every program we have, offers us an opportunity to grow and to network. Speaking of which, I would like to remind you about Wednesday's program, "Training and Networking." I'm sure we will all benefit greatly from it. Some of us will learn new communication skills, and others will have the opportunity to sharpen those skills. And let's not forget the networking part; I don't know about you, but I certainly love making new connections (wink). I hope you all leap into action and join us in our learning.

See you all there!🎵

Esther



INFORMATION EVERYWHERE. . .

USING APOSTROPHES IN POSSESSIVES AND PLURALS

Yes, apostrophes are little, but their misuse can destroy your credibility as a writer. Their omission is glaring, their misplacement an embarrassment. Learn to use apostrophes correctly to maintain your scholarly dignity.

APOSTROPHES TO SHOW POSSESSION

Perhaps the greatest confusion with apostrophes comes when forming possessives.

Singular Possessives

Usually singular possessives are made by adding an apostrophe and s.

last **quarter's** sales one of **Mars's** moons

When a singular noun has more than one syllable and ends with an s or z sound, you may use either an apostrophe and s or just an apostrophe. Either way is acceptable.

Kansas' economy or **Kansas's** economy

Plural Possessives

Plural nouns ending in s or es are made possessive by adding just an apostrophe.

many **clients'** needs several **classes'**
examinations

If a plural noun does not end in s or es, add both the apostrophe and the s.

the **men's** department some **children's**
clothing

Joint Possession

When several people (or things) own one thing, show possession by adding an apostrophe and s to the last noun in the series.

Willa, Bob, and Joel's project

Conversely, if each person in a series owns his or her own thing, add the apostrophe and s to each noun.

Willa's, Bob's, and Joel's projects

Apostrophe Info continued on Page 2

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.

APOSTROPHE INFO CONTINUED

Compound Nouns

If the possessive noun is made of two or more parts, add the apostrophe and s to the final word whether the compound noun is singular or plural.

the **attorney-at-law's** office the **attorneys-at-law's** offices

APOSTROPHES TO FORM CERTAIN PLURALS

This is a very common misuse of apostrophes. The **only** time you should use an apostrophe to form a plural is when the noun is a letter, an abbreviation, a number, or a word discussed as a word.

There are three **n's** in that word.
 Seven **RN's** signed up for the course.
 How many **5's** are in the final figure?
 There are quite a number of **therefore's** in the contract.

Other than the above exceptions, do not use an apostrophe to make a plural.

There's no trick to apostrophes. Just remember to proofread your writing, and if you are not sure about where to place an apostrophe, check the rules.♪

Upwrite Press.com

"If you think that something small cannot make a difference, try going to sleep with a mosquito in the room." —Anonymous

RECERTIFICATION

NOW THAT YOU HAVE EARNED THE CPS OR CAP DESIGNATION, KEEP IT ACTIVE THROUGH THE PROCESS OF RECERTIFICATION. CPS HOLDERS WHO ATTAINED THE DESIGNATION AFTER 1988 AND ALL CAP HOLDERS ARE REQUIRED TO RECERTIFY EVERY 5 YEARS. KEEP IN MIND THAT RECERTIFICATION IS DUE 5 YEARS FROM THE MONTH YOU CERTIFY. FOR EXAMPLE, IF YOU RECEIVED YOUR DESIGNATION IN NOVEMBER 2000 YOU MUST RECERTIFY BY NOVEMBER 2005. IF YOU ARE NOT SURE WHEN YOU RECEIVED CERTIFICATION OR WHEN YOUR RECERTIFICATION IS DUE, PLEASE CONTACT THE CERTIFICATION DEPARTMENT FOR ASSISTANCE. **CHECK THOSE CALENDARS!!** ♪

ACADEMY NEWS

NEWSLETTER CONTRIBUTIONS

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

	A	B
February		
Mona Boyd CAP -----	1998	8/25
Sheri Garland -----	2003	3/19
Trudy J. Miller CAP -----	1998	3/3
Stephanie Vallejo -----	2002	5/14
March		
Beth Gibbs CPS -----	1990*	4/30
Ellen Hetterle -----	2003	2/24
Barbara Swetzig CPS --	1990*	9/4
Nancy Upchurch CPS/CAP	1990*	3/23
Ginger Zech -----	2004	12/7
April		
Michelle Barraclough ----	2005	3/9
Dorothy Brethauer -----	2001	5/5
Diana Gross -----	2004	9/22
May		
Esther Camacho -----	2004	11/19
June		
Tammy L. Fiscus -----	2005	2/24
July		
Ann Grotness -----	2005	11/6
Mary Lenhart -----	1997	8/21
Tobi Vegter -----	2005	11/21
August		
Cathy Witte CPS -----	1996	7/28
October		
Betty Carwin CPS -----	2000	3/4
November		
Sue Young CPS/CAP ----	1994	5/22
December		
Becky Sperber CAP -----	1995	5/8
Elaine Furister CPS/CAP-	2000	3/3

* Charter Member

IAAP SPONSORS

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



Dear CWM Division Members:

New CWM Division Website:

The CWM Division Website Maestros, Yvaine Schulz, Denver Chapter, and Nancy Upchurch CPS/CAP, Union Colony Chapter, have revamped and teamed together to Orchestrate Success. They have done an outstanding job. www.orgsites.com/co/cwmiaap

City and County of Denver/CWM Division IAAP APD Event

The CWM Division is very excited to be teaming with the City and County of Denver this year for the Administrative Professionals Day Conference on April 26, 2006. Nancy Upchurch CPS/CAP, Union Colony Chapter, has been appointed the CWM Division Administrative Professional's Day® (APD®) Committee Chairman – City and County of Denver (CCD) APD Event. At the APD Event, the IAAP APD Briefing uplink with Steven Covey, our own International President, Kay Enlow CPS/CAP, and Jackie Frieberg, Southwest Airlines, will be included. Sandy Chandler CPS, IAAP International President-elect, and Kathy Schoneboom CPS/CAP, IAAP Corporate Certification Manager, will be here to make this a special day.

Nancy's committee thus far consists of Sharon Hunvald CPS, CWM Division President, Cory Scarbrough CPS/CAP, CWM Division President-elect, and Debbie Brown CAP/RP. Although plans are still in the "baby" stages in formulating the program and agenda, if you are interested in working with the City and County of Denver on this event, please contact Nancy Upchurch CPS/CAP at nupchurch2@aol.com or nupchurch@henselphelps.com.

City and County of Denver to Charter IAAP Chapter(s)

The CCD will start a Corporate Chapter in the January February timeframe. The Denver Downtown Chapter will sponsor this chapter. The paper work has been initiated.

Enhance Your Career – Western Horizons Chapter

Nancy Upchurch CPS/CAP and I attended the Western Horizons' "Enhance Your Career" meeting. A total of 13 members were in attendance with 4 guests. One member has joined and 2 are considering joining. We presented the program "Setting the Standards of Excellence" and the Office of the Future tape was shown. It was a great networking event.

IAAP Members at Large Reception

On October 27, 2005, the Division hosted a Networking Reception for the Denver area Division Members at Large and Association Members at Large at Village Homes of Colorado, Inc. in Englewood, CO. We thank Rose Chaffee CPS/CAP, Chris Ehnstrom CPS/CAP, and Theresa Mazurek, Office Manager for the use of their facilities and also for providing coffee and tea. We enjoyed the opportunity of meeting area DMALs and AMALs and the purpose of the event was met, getting to mingle with them and getting to know them and them us. We hope to do this again next year.

NOTE FROM SHARON CONTINUED ON PAGE 4

CWM DIVISION

Website:
www.orgsites.com/co/cwmiaap

2005-2006 OFFICERS

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

CWM DIVISION COMMITTEES

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

AROUND THE DIVISION

Colorado Chapters

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

Wyoming Chapters

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

Montana Chapters

Rim Rock ----- Darlene Chamberlain CAP

* Breakfast Meeting

** Lunch Meeting

**"Good Friends are
 good for your
 Health."**

-- Irwin Sarason

Note from Sharon Continued

November Schedule

In November, I will attend four chapter meetings and the grand opening of OfficeMax in Thornton where the CWM Division has been offered a booth to share information about IAAP and **share we will**. Chapters invited to this event are Boulder Chapter, Denver Downtown Chapter, and Denver Chapter.

Opportunities abound for everyone. **Volunteer and grow out of your comfort zone.** My favorite saying is **"SUCCESS DOESN'T COME TO YOU – YOU GO TO IT!"**

Sincerely,

Sharon Hunvald CPS
 CWM Division President

LEAPING INTO ACTION

Thank You Nancy Upchurch!

YOUR NEWSLETTER EDITOR WOULD LIKE TO THANK NANCY UPCHURCH FOR LEAPING INTO ACTION TO PUBLISH THE POSTED NOTES WHILE I WAS OUT ON MEDICAL LEAVE. THANKS, NANCY!!!

TRUDY J. MILLER

ADD MEASURABLE VALUE TO YOUR JOB

What is the most important thing you provide for your organization? Is it quality, speed, ideas, efficiency, safety, improvement, what? The most important thing is not always where you spend most of your time. Think carefully: how can you add value for your organization?

Try answering these questions:

1. Can you find a better or more efficient way to do something?
2. Could something be eliminated that no longer needs to be done or is redundant?
3. Is there a way you can make your department, co-workers, or boss shine?
4. Can you add a new skill or extra job duties to your current position?
5. What other things can you think of? 🎵

LINDA NASH, ACADEMY NEWS

2005-2006 INTERNATIONAL BOARD OF DIRECTORS



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

2005-2006 INTERNATIONAL RETIREMENT TRUST FOUNDATION TRUSTEES



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

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



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

PARLIAMENTARY EXPERIENCE: COMMITTEES

*– Vi McNew CPS/PRP
Boulder Chapter Member*

Committees are listed under Article IX of the Union Colony Bylaws. The composition and duties of Standing Committees are set forth in that Article and the explanation of the use of Special Committees appears therein.

At membership meetings, each committee will be asked by the presiding officer to give a report. It is better procedure for the presiding officer to ascertain in advance of the meeting which committees have a report and if a certain committee does not have a report, that committee should not be called upon. Standing Committees are called upon in the order they are listed in the Bylaws. No action is taken on a report that contains only an account of what the committee has done.

If there are recommendations in the report, the report should close by a motion to carry into effect the recommendations. The recommendations are then acted upon by the membership. If the committee is made up of more than one member, the proper form of motion is: "By direction of the committee, I move that . . ." Since it is by the committee, the motion does not require a second. If there is only the chairman on the committee, the chairman would say: "I move that . . ." This does require a second prior to the presiding officer stating it to the membership for discussion and vote.

Special committees are those appointed to consider a certain subject referred to them, or to investigate a certain matter and report recommendations to the membership. If there are recommendations, the membership acts upon the motion presented by the committee or if no motion is presented, a motion from the floor can be presented. After the report, barring any direction to the contrary, the committee ceases to exist.

At the annual meeting of the Chapter, reports from all committee chairmen should be available. The report should be the last item in the chairman's file. To aid the successor chairman, it is good procedure to have the Bylaw duties, as well as deadlines, noted on the inside of the file cover. Pending matters should be noted in the Annual Report.

Standing Committees serve only for the year in which they are appointed.♪

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

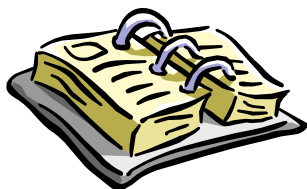
PROFESSIONAL EDUCATION CONFERENCE

February 26-March 1, 2006

Flamingo Hilton Hotel – Las
Vegas, NV

March 4-7, 2007

Hyatt La Jolla – San Diego, CA



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.

Rename a Worksheet

Double-click on any sheet tab (Sheet1, Sheet2, etc.) to highlight the sheet name. Type a new name and press **[Enter]**. Tip: avoid ALL CAPS which increases the width of the sheet name.

Editing a Cell

Options for editing text, values or a formula in a cell include:

- Typing a new entry in cell (no need to delete previous contents)
- Double-click on cell to open "in-place editing"
- Click once into the formula bar (above column headings)
- Press **[F2]** to open cell for editing
- Press **[Delete]** to clear contents (cell is empty but retains formatting)

Don't forget, when a cell is opened for editing, click with the mouse or use arrow keys, **[Backspace]**, **[Delete]**, **[Home]** and **[End]** to navigate in the cell.♪

<http://www.SoftwarePro.com>

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**

November 9, 2005

Networking and Training!!



**2006 CWM DIVISION
ANNUAL MEETING**

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

**RENO SELECTED AS SITE FOR 2006 IAAP INTERNATIONAL
CONVENTION AND EDUCATION FORUM, AUGUST 7-10**

**2006 and 2008 Convention Site Locations Swapped;
Convention will be held in New Orleans in 2008**

It's official: The 2006 International Convention & Education Forum will be held at the Reno Hilton in Reno, Nevada, August 7-10. As you are probably aware, the recent Gulf Coast hurricanes required this location change from New Orleans to Reno next year. New Orleans won't have to wait long to welcome our convention, however, as the 2008 International Convention & Education Forum will be held at the Hilton New Orleans Riverside, July 27-30.

In order to achieve this swap of years, the Opening Session of the 2006 convention in Reno will move from its traditional Sunday date to Monday. The final awards banquet moves from Wednesday to Thursday. Please be sure to note this one day shift in your travel plans.

Important note: The Reno Hilton Hotel does not have guest rooms available prior to Sunday night, August 6, because of previous event bookings. This should not affect your ability to book lower air fares, as flights to Reno do not require a Saturday night stay.

Hotel room reservations for the 2006 International Convention in Reno will open November 1. Please be sure to check the ["Events & Conferences"](#) section of the IAAP website on or after November 1 for the online reservation web link to the Reno Hilton. Room rates will be \$99 per room per night/single or double occupancy plus applicable taxes. Again, the hotel will not be able to take any arrivals on Saturday, but if you would like to extend your stay after August 10 to visit the surrounding attractions, the Hilton hotel will honor the IAAP member room rates for the three nights post-convention.

Due to the unavailability of hotel rooms on Saturday evening, August 5, there will be no pre-convention workshops on Sunday, August 6. Full registration for IAAP members will be between \$425 and \$450. Registration information will be mailed to all members in March.

The International Board and headquarters staff would like to thank all IAAP members for your patience as all options for the 2006 International Convention were considered. The Board and staff also thank the Hilton Hotel Family for their help and support in securing the best possible outcome during this unprecedented situation. The Hilton New Orleans Riverside and its employees have been through a tremendous disaster and we keep them in our thoughts.

If you have any questions, please feel free to e-mail the IAAP Convention and Meetings Department at Headquarters at meetings@iaap-hq.org.

See you in Reno in 2006!🎵

--Your IAAP Headquarters Staff in Kansas City, Missouri
service@iaap-hq.org

How the CWM Division can work for



... working for all IAAP members!

The CWM Orchestra is tuning up...here the soft rhythm becoming stronger as the finale approaches? Your Chapter can be RTF star performers at the 2006 CWM Division Meeting while placing your chapter name's in history.

WHICH MONTH WILL YOUR CHAPTER CELEBRATE AS "TRUST MONTH"?

- While IAAP has reinstated November as "Trust Month"; your chapter can choose any month through out the year as "Trust Month". It's a way of letting members know how the RTF is working for them.
 - An excellent 10-minute Power Point presentation can be downloaded for your chapter meeting at www.iaap-rtf.org/ideas.html

CWM RTF COMMITTEE CONTEST

- The chapter donating the most money to the RTF during the 2005 -2006 IAAP year will have a patio paver placed at Vista Grand with their chapter's name on it. Contest closes April 15, 2006.
- Monies can be sent to CWM Division Treasurer, Glenda Brown CPS/CAP
- The winner will be announced at the 2006 Division Meeting in Denver.

FUN WAYS YOUR CHAPTER CAN DONATE MONEY TO THE RTF

- Retirement Trust Foundation Calendar
- 50/50 Raffle
- Book Sale
- Holiday Auction
- Scavenger Hunt

Check out www.iaap-rtf.org/ideas.htm on how these great ideas work. Keep your members active!

Union Colony Chapter IAAP Calendar of events

Date	Event
2005	
November 4-5	CAP & CPS Examinations
November 9	Networking and Education - Chapter Meeting
December 14	Chapter Meeting
2006	
January 11	The Art of Feng Shui with Tracy Baldo from LifeSource One - Chapter Meeting
February 26-March 1	Spring Professional Education Conference
February 8	Chapter Meeting
February 15	CPS / CAP Exam Registration Deadline
March 8	Chapter Meeting
April 12	Chapter Meeting
April 23-29 / April 26	Administrative Professionals Week / Day
May 10	LEAP INTO ACTION – Annual Meeting / Installation of Officers - Chapter Meeting
June 14	Brainstorming - Chapter Meeting
July 23-26	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

2005	October 16-19	Hyatt Regency Chesapeake Bay	Cambridge, Maryland
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 - #321110</i> Boulder, CO	3 rd Thursday of the Month* Meeting – 6:00 pm	Stacia Keller CPS stacia@jbse.com
<i>Denver Chapter - #321140</i> Denver, CO	2 nd Tuesday of the Month* Meeting 6:00 pm	Andrea Latine CPS andrea.latine@analex.com
<i>Denver Downtown Chapter - # 321150</i> Denver, CO	2 nd Wednesday of the Month* Meeting - 7:30 am – 8:30 am	Annette Piltz apiltz@pcisys.net
<i>Pikes Peak Chapter - #321130</i> 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 - #321153</i> 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 - #93857470</i> 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 - #321160</i> Fort Collins, CO	2 nd Monday of the Month* Meeting - 6:00 pm	Rolene Cogburn rolene_cogburn@msn.com
<i>Book Cliff Chapter - #321170</i> Grand Junction, CO	3 rd Wednesday of the Month* Meeting - 6:00 pm	Kyle Sheldon-Chandler kyle@virtualadminksc.com
<i>Union Colony Chapter - #321100</i> Greeley, CO	2 nd Wednesday of the Month Meeting - 6:00 pm	Esther Camacho olminc@yahoo.com
<i>Kachina Chapter - #321200</i> Pueblo, CO	3 rd Tuesday of the Month* Meeting – 12:00 Noon	Joyce Bergemann joyce_bergemann@prbd.com
<i>Rim Rock Chapter - #325110</i> Billings, MT	3 rd Wednesday of the Month* Meeting - 6:00 pm	Darlene Chamberlain CAP dchamberlain@wyoben.com
<i>Old West Chapter - #332110</i> Cheyenne, WY	3 rd Thursday of the Month* Meeting - 6:00 pm	Karen Schroeder CPS klikoffice@bresnan.net
<i>Western Horizons Chapter - #332125</i> 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.