

Meeting Announcement

WEDNESDAY, OCTOBER 12, 2005



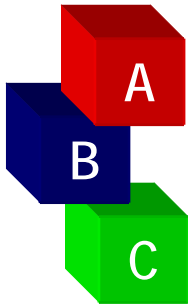
Meeting Location

Aims College Center
Room 729

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

ABCs of UCC to XYZs of IAAP

Ellen Hetterle, Vi McNew CPS/PRP,
Nancy Upchurch CPS/CAP, and Sue Young CPS/CAP



Active Involvement = Professional Growth

Building Blocks to Excellence

Certification / Education

Leap Into Action and learn more about IAAP

Please contact Nancy for more information
and to RSVP your attendance!
Hope to see you there!

Nancy Upchurch CPS/CAP
970.346.7221
nupchurch@henselphelps.com



Remember: Guests are very important to us.
Please RSVP by Monday, October 10, 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!

Hello All!

We have an exciting year ahead of us in which we will learn many things and we will have fun while learning, too!

As stated in our theme “leaping” into action will lead us to success. We must constantly adapt to the fast-paced world we live in, and IAAP is exactly what we need to get us there.

Through the many programs we (which are not only programs but also learning opportunities) and our wonderful group, we can learn everything necessary to keep us “up” with the pace.

Lean Into Action and reach your goals and dreams.

See you at the meeting!

Esther



INFORMATION EVERYWHERE. . .

GOOD PROGRAMS

The single biggest reason that members attend chapter meetings is for hearing a good program. Surveys have shown the number one reason that members of any group give for attending a meeting is the program. If it is a timely, pertinent subject with a speaker who is known and respected, members will attend. If the program promises to provide information that will *benefit the member*, and the meeting is marketed, they will come.

A year of good programs can build strong, positive momentum for an IAAP chapter and members will want to attend. Meeting summaries should be written up in the chapter newsletter. Conversely, chapters lose momentum and even die because of poor or nonexistent programs.

Good programming can help your chapter grow. A name speaker and a subject of timely interest will also attract *prospective members* to attend. A good program should be used as a tool to invite prospective members to a meeting to learn more about IAAP and the chapter.

Quality programs will bolster your chapter both by involving current members, and by drawing prospective members. Programming is the quickest path to growing your chapter. That's because programming is a *tangible benefit* that your chapter can offer to its members and other administrative professionals in the community. Studies have shown that average attendance at meetings of volunteer organizations of all kinds seldom exceeds 60%. This is one more reason to **build** up your membership. It is difficult for a chapter to function effectively with a small number of members.

WHAT ABOUT COMMITTEES

The nuts and bolts work of your chapter is done in committees. These consist of five to ten standing committees along with any special committees. Typical standing committees include program, arrangements/hospitality, membership, publicity, newsletter, certification, education/student liaison, awards and Administrative Professionals Week. Special committees may be formed around such issues as 25th anniversary, or studying the reorganization of officers.

Structure. Committees may consist of a large team or just one person. Committees should meet regularly or have a structure for maintaining communication. Activity varies widely by the nature of the committee's work. A project committee may meet every week or two while the project is active. The program and newsletter committees may meet once at the start of the year and then operate by telephone or e-mail.

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
 ----- 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.

MORE INFORMATION...

A committee may carry out an entire program itself, or may lead the project and solicit volunteers from the chapter. The number of committees your chapter should have depends on the size of your membership. Your chapter should be trying to provide meaningful roles for every member. Give every member an invitation to serve. Personal, face-to-face requests are critical. Never announce a need for help to a group of members—call each one personally for a commitment.

Reporting. Each committee should report each month to the chapter board of directors. If the committee chair cannot attend, a written report should be submitted. The president or vice president should follow up regularly to make sure each committee chair has the tools and manpower needed to accomplish their goals.

MEMBERSHIP—WITHOUT IT YOUR CHAPTER IS NOTHING

Members are the lifeblood of your IAAP chapter. Without a large enough base of active, involved members, your chapter will find it difficult to survive. The key to success is an ongoing membership program. Membership has two parts: Recruitment and Retention.

Recruiting and retaining members is the responsibility of every member of the chapter. Make an ongoing effort to educate your chapter about the importance of membership recruitment and retention. Emphasize the need to recruit prospective members while at the same time focus on retaining the existing members. Encourage the chapter to treat all members, tenured and new, in a friendly, open way. At meetings and activities, members should make every other member feel welcome. Get members involved in projects. Every chapter committee should strive to involve a broad base of the membership. The need for recruiting and retaining members never stops. Membership is a year-round commitment by the entire chapter.

Recruitment. It is essential to recruit new members to replace those who leave through natural attrition. People change jobs, they move to other cities, or they leave the workforce to raise families. Recruiting is also necessary if you want to increase the size of your chapter. A larger chapter affords greater resources to provide expanded programs, services, and leadership.

Retention. Membership is more than collecting applications and checks. Once recruited, members expect and deserve service from your chapter. Communicate frequently with members and offer top-quality meetings. Encourage them to get involved in chapter activities, and provide opportunities for members to grow into chapter leadership positions. Treat your members as customers. Most businesses instill in their employees a philosophy of customer service. Apply the same philosophy to your IAAP chapter. The level of service that you provide will determine at year-end whether your members renew for another year of membership.

NEWSLETTER CONTRIBUTIONS

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



Sharon Hunvald CPS
2005-2006 CWM
Division President

Dear CWM Division Members:

You are in the right place at the right time, in the right chapter, a member of the CWM Division and IAAP, to Orchestrate Success and Enhance Your Career. "Creating Excellence" and "Orchestrate Success" go hand-in-hand as we all strive to increase membership in our chapters and our Division through IAAP International President Kay Enlow's special recruitment and growth programs. Please login to the IAAP website at www.iaap-hq.org for more information about these outstanding programs. Here are some events that we are planning that will assist us in reaching these goals.

CWM Division Member at Large and Association Member at Large Reception

The CWM Division is planning on hosting a Division Member-at-Large (DMALs) and Association Members-at-Large (AMALs) Reception on October 27. Chapter members are invited to this event as well. There are over 11 DMALs and over 40 AMALs in the Denver area. It is our goal to network with these members in promoting the value of belonging to a chapter. At the present time, we are working on obtaining sponsorship for this event. We will know by October 4th about sponsorship. An invitation to Orchestrate Success will be sent out to all our members.

"Office of the Future"

OfficeTeam is providing the CWM Division with complimentary copies of Executive Director, Diane Domeyer's "Office of the Future" VHS presentation given at the International meeting in Denver.

They are requesting that Chapters that have an OfficeTeam presence in their area contact their local representative to present this program. Chapters that do not have an OfficeTeam presence in their area can present this tape at a chapter meeting. OfficeTeam is providing the Division with "The Resource Guide" which is a handout used in developing the presentation. These resources can be used for a chapter program as well as for an Enhance Your Career (membership drive) presentation. Division Members-at-Large not within distance of a chapter can also order this presentation to promote IAAP within their organization. If you wish a copy, please contact me at 303-312-7703 or via email at sharonhunvald@yahoo.com.

CWM Division Chapter Newsletters Request

Please email your chapter newsletters to the CWM Division Board of Directors, International President Kay Enlow CPS/CAP, International President-elect Sandra Chandler CPS, Northwest District Director, Lynda Boulay CPS/CAP, and International Public Relations Representative, Rick Stroud.

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

"Live out of your
 imagination, not
 your history."

-- Stephen Covey

CWM Division Chapter Newsletters Request (continued)

All of us would like to receive your great publications and stay connected by sharing our ideas and information with each other. Kay, Sandra, Lynda and Rick have requested copies of the Chapter newsletters. We all desire to read about the successes of our Chapters. If you need a mailing list for the Division Board, Kay, Sandra, Lynda, and Rick, please contact me at sharonhunvald@yahoo.com.

Congratulations, Pikes Peak Chapter

Congrats to Pikes Peak Chapter on the celebration of its 61st Anniversary.

New Chapter Meeting Day

The Denver Chapter has changed the day of its chapter meetings to the second Tuesday of each month. They do not meet in July or August.

CRESCENDO! CELEBRATE THE ORCHESTRATION OF YOUR SUCCESS!

CWM Division Annual Meeting – June 2-3, 2006

Attending our annual meeting provides you with many opportunities to Enhance Your Career and Orchestrate Success in Creating Excellence. Earn Continuing Education Unit (CEUs) by registering for the outstanding educational programs we will provide. You will have an opportunity to network with members throughout the division and visit with our International President-elect, Sandy Chandler CPS.

Please place the date on your calendar – Friday, June 2 and Saturday, June 3. Reservations are now being accepted for our annual meeting at the Radisson North Denver Graystone Castle in Thornton, Colorado, at 303-451-1002 (800.333.333). Make sure to request the conference rate of \$99.00 per night.

I have been attending Division Annual Meetings since I became a member of IAAP in 1997. It is an event that provides great education and camaraderie among members. I hope to see you all there in June. **IT'S A DATE!**

Sincerely,

Sharon Hunvald CPS
 CWM Division President

LEAPING INTO ACTION

Congratulations, Sue! (see page 11 for more on Sue)

Union Colony Chapter sends its congratulations to Sue Young CPS/CAP on her retirement from Aims Community College. So? What are you going to do now, Sue? – UCC Members

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 EXPERIENCE: 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

July 23-26, 2006

Hilton New Orleans Riverside
New Orleans, LA

July 29-August 1, 2007

Tampa Convention Center
Tampa, FL

July 20-23, 2008

Reno Hilton
Reno, NV

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



WORD TIP: ALIGNING POSITIVE AND NEGATIVE WHOLE NUMBERS IN A COLUMN

Here's a situation where there is a series of whole numbers in a table column. The negative numbers have parentheses around them, such as (2,345). Looking for a way to align the positive and negative whole numbers in a way that allows for an "implied" right parenthesis to the right of positive numbers?

One solution, if you don't have many negative numbers, is to add a right parenthesis to the positive numbers and then simply format it as white text. It will take space in the document, but be invisible on the printout.

If you have many such numbers, however, then you should consider adding decimal tabs to the column. Follow these steps:

1. Select the column containing the numbers.
2. Make sure the column is left justified. (Click the Align Left tool on the Formatting toolbar.)
3. Repeatedly click the tab indicator at the left side of the Ruler until you see the symbol for a decimal tab. (It is the only symbol that has a decimal point in it.)
4. Click on the Ruler in the area just above the selected column.
5. Click and drag the newly added tab stop to its final position.

That's it; the numbers should align properly in the column. Notice that a decimal tab is used, even though there are no decimal points in the column. (Whole numbers have no decimal points.) Word still aligns the numbers correctly, assuming the existence of a decimal point. It even recognizes parentheses around a number as a negative sign, and aligns the numbers accordingly.



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**

September 15, 2005

Tips & Tricks of Public Speaking



**2006 CWM DIVISION
ANNUAL MEETING**

June 2-3, 2006

Radisson Graystone Castle
Denver, Colorado
1.800.333.3333

ANSWERS TO FREQUENTLY ASKED QUESTIONS ABOUT AFFECTS OF HURRICANE KATRINA ON IAAP AND ITS MEMBERS

First and foremost, our thoughts and prayers are with the many IAAP members and their families in Louisiana, Mississippi, Alabama and other areas affected by the devastation caused by Hurricane Katrina. Here are answers to frequently asked questions asked by IAAP members on how this tragic situation impacts our association:

Q. How can IAAP members help the victims of Hurricane Katrina?

A. IAAP recommends sending monetary donations to well known relief agencies such as the [American Red Cross](http://www.americanredcross.org) or the [Salvation Army](http://www.salvationarmy.org). Stay tuned to this page on the IAAP Web site for latest updates on relief efforts.

Q. In light of the damage caused by Hurricane Katrina, what is the plan for IAAP's 2006 International Convention and Education Forum scheduled for next July in New Orleans?

A. IAAP headquarters staff is working with the International board to keep up to date on the developments in New Orleans and how the current situation will affect our ability to hold a convention there next July. At this point things are still unfolding and we are uncertain about the extent of damage to our hotel site, the Hilton Riverside New Orleans. IAAP is considering many alternatives, should those need to be pursued. At this time IAAP has put on hold the room reservations system for the 2006 convention, which was scheduled to open September 1. Please refer to the [convention event information page](#) in the "Events and Conferences" section of the IAAP Web site for latest updates.

Q. Will there be an IAAP international convention in 2006?

A. Yes. IAAP is considering back-up plans and fully intends to hold its convention in New Orleans or another site, if the Hilton Riverside New Orleans Hotel cannot accommodate our event.

Q. When will we know for sure where the convention will be held?

A. IAAP's Headquarters staff and board are asking for patience at this point so that the situation can be fully understood and assessed. However, we encourage members to make plans for attending an IAAP convention in 2006 and thus plan accordingly with your training/travel budgets.

Q. How else will Hurricane Katrina affect IAAP members?

A. IAAP Headquarters has received word that the postal service will not be delivering mail to the areas most severely affected. IAAP will hold the October issue of *OfficePro* magazine to those areas and will try to distribute them to the best of our ability when the situation stabilizes. In addition, the storm may likely affect the location of some certification exam sites for the November exam. IAAP's certification department will assist affected candidates as needed in moving their registration to a different location or to a future exam administration.

Stay tuned to the IAAP Web site for latest updates and information. This Q and A page will be updated as information comes in. Best wishes to all, and our thoughts and prayers are with everyone affected by this tragic disaster.

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

MEET OUR NEWEST MEMBERS AND SPONSOR:



(from left) Toby Vegter, Aims Community College; Ann Grotness, Aims Community College; Tammy L Fiscus, Swift and Company; and Sue Young CPS/CAP, sponsor for Toby and Ann.

Look who joined us at our September meeting to learn Tips and Tricks for Public Speaking:



Union Colony Chapter IAAP Calendar of events

Date	Event
2005	
October 12	ABCs of UCC to XYZs of IAAP - Chapter Meeting
October 16-19	Certification Seminar (for CPS and CAP holders and approved candidates), Hyatt Regency Chesapeake Bay, Cambridge MD
November 4-5	CAP & CPS Examinations
November 9	Networking and Education - Chapter Meeting
December 14	Feng Shui In Your Office - Chapter Meeting
2006	
January 11	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	July 23-26	Hilton Riverside	New Orleans, Louisiana
2007	July 29-August 1	Tampa Convention Center	Tampa, Florida
2008	July 20-23	Reno Hilton	Reno, Nevada
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</i> - #321110 Boulder, CO	3 rd Thursday of the Month* Meeting – 6:00 pm	Stacia Keller CPS 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>Kachina Chapter</i> - #321200 Pueblo, CO	3 rd Tuesday of the Month* Meeting – 12:00 Noon	Joyce Bergemann joyce_bergemann@prbd.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.

Aims Adios



Sue Young

Q: How long and in what positions have you worked at Aims? When is your last day on the job?

A: I was hired in September 1988 to work as a part-time instructional secretary in the Communication/Humanities division under Christa Adams. Beth Korbitz was my direct supervisor, and she surprised me by hiring me on the spot after the interview. I was delighted to join the Aims family and I never looked back. I worked in that division for several years until I was hired to team up with Linda Krause in the Office of Dr. John Turner, Vice President for Academic Affairs, as a Senior Secretary III. Judy Elliot had retired from that office and Linda moved to her position; I replaced Linda. While in that office I also supported Tracy Hume. After a couple of years I was selected to become Senior Executive Assistant for Dr. Russ DeVriendt, the new Executive Vice President. (I see a trend here—everyone I supported has left the college!) I enjoyed partnerships with Bonnie Nichols and Robbe Thibault while in the EVP office. In July 2003 I was appointed to serve as Senior Executive Assistant for President Marsi Liddell, and I joined Pat Breien (she's leaving, too!) who supported the Board of Trustees as well as the president. I will complete 16 years of service at the College on Sept. 30. (Thank goodness I didn't run off the president!)

Q: How do you plan to enjoy your retirement?

A: As one of the benefits of retirement is being able to do things on a whim, I haven't planned too far in advance. I have places to go, people to see and things to do. In addition to trips planned before the end of 2005, we have a new grandson due in January, and I plan to start volunteering as a reading tutor at Monfort Elementary—my grandson's school. In case you think I'm moving to a life of leisure, you'll be relieved to know that I have a part-time job providing Membership Support Services for the American Association for Women in Community Colleges. My husband, Steve, and I are looking forward to traveling and spending more time with family near and far.

Q: What is your favorite memory of your time here at Aims?

A: I was touched the most watching our students walk across the stage on graduation day. It was also heartwarming to be in the audience with family members and visit with them about their new Aims graduates. Their pride was so obvious and I got teary along with

them. That's when I realized that we really do change people's lives, and what can be more rewarding than that?

Q: Describe the most challenging time for you at Aims.

A: One of my "this too shall pass" memories is when I was in charge of setting up catering for a 5Cs event. Everything was going well until the caterer did not show up with the lunch. Before I knew it there were 60 hungry faculty looking at me and wondering where their lunch was. The caterer finally did arrive, but the portions were far from what was necessary for the group. Consequently, whenever I arrange an event, I'm thankful for Linda Martin and her expert service and delivery of product!

Q: Describe your most notable achievement while at Aims.

A: While I have had many highs during my career at Aims, the ones that come to the forefront are the occasions when I was able to work on a successful team. I enjoyed being involved in the Leadership Academy for Staff, the ASA Board and working on several committees. I was involved in organizing several staff professional development events—each of which took me outside my comfort zone and helped me to grow. I was able to complete an AAS degree (with presidential honors) which started me on a continuous improvement program as I also earned my Certified Professional Secretary and Certified Administrative Professional.

Q: What will you miss most about Aims?

A: Working in the educational field has been very rewarding, and I have been fortunate to have been involved from the student level to the top administrative office. I have worked with top quality faculty, staff and administrators and have gained from my association with each one. I will miss all those connections. I always wanted to leave while still at the top of my game, but I didn't expect that it would be so difficult to leave after having the best job of all—working with President Liddell and senior management.

Q: Is there some interesting fact about you that we might be surprised to know?

A: As I continue to be a work in progress, I hesitate to share any of my secrets and dreams. What I can share is that I have a backlog of three quilts in my sewing room and I'm planning on spending my vacation payout to purchase a new Bernina sewing machine.

Q: Any parting thoughts?

A: Aims will always be in my heart and thoughts as I watch from the outside. I expect to see much progress toward strategic plans and goals in the upcoming years, and I will be cheering from the sidelines.

Some good advice for all of us:

This is the beginning of a new day. You have been given this day to use as you will. You can waste it or use it for good. What you do today is important because you are exchanging a day of your life for it. When tomorrow comes, this day will be gone forever; in its place is something that you have left behind...let it be something good.