

# POWER of Commitment

## Union Colony Chapter



### PRESIDENT

Ellen Hetterle CAP  
426 12th St  
Greeley CO 80631  
970.392.2469 (W)  
970.356.5405 (H)

### VICE PRESIDENT

Vacant

### SECRETARY

Mary Lenhart  
624 46th Av Ct  
Greeley CO 80634  
970.350.9731 (W)  
970.351.7289 (H)

### TREASURER

Nancy Upchurch CPS/CAP  
4965 W 5th St  
Greeley CO 80634  
970.346.7221 (W)  
970.378.1378 (H)

### PARLIAMENTARIAN

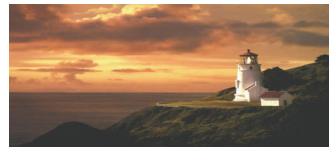
Vi McNew CPS/PRP  
5801 W 18th St #56  
Greeley CO 80634  
970.330.8979 (H)

### UNION COLONY CHAPTER

PO Box 337893  
Greeley CO 80633

### IAAP HEADQUARTERS

10501 NW Ambassador Dr  
PO Box 20404  
Kansas City MO 64195-0404  
816.891.6600  
816.891.9778 (Fax)



## PRESIDENT'S MESSAGE

### POWER OF COMMITMENT

It is bittersweet that I write my final letter to you as your chapter president. Last year at International, the theme "Power of Commitment" was chosen. Looking back, my hope was that as a chapter, our "Power of Commitment" would be:

Taking responsibility for making our chapter and association successful by being committed to "doing," not just "talking about doing," and being willing to take ownership for our own success.

It meant having the power to become a better administrative professional through continued education, taking time to attend chapter programs, and other IAAP related conferences in order to continue to grow.

"Power of Commitment" also meant having the right to speak up and voice your opinion of how your elected officers are doing. Were they meeting your needs?

And lastly, our "Power of Commitment" was to encourage others to become members of IAAP and the Union Colony Chapter. Giving us all the power to mentor new members to become strong and have pride in our profession.

Because I believed in the importance of this theme, I expounded on it and chose the lighthouse as my theme for the year. To me, the lighthouse stood for: **Commitment to others** through its **Faith, Guidance, Safety and Strength**.

The captain of a ship has to have **faith** that the light in the lighthouse will be working and that they will arrive at their destination safely. I want to thank each of you for having faith in me, and **faith** in my leadership ability. It's a big responsibility to lead a chapter, and while I often times doubted myself, you always helped me believe that I could do it. Because of the faith you had in me, I stand before you today a much more confident person.

Two years ago, I felt like a lost puppy, not sure where to go or what to say. I questioned everything! How do I fill out this form, do I need to make a motion or wait, do I need a second on that. I was always afraid that I was going to mess up, forget something, or worse yet, forget someone! But through your support and loving **guidance**, I have learned these things and so much more. By being surrounded by friends, I have learned that this is a great place to spread my wings and grow. That it's ok to mess up, I don't have to be perfect, I just need to be me. Thank you for being my **safety** net and giving me a safe environment to grow in.

6 From the very beginning, each of you have been my **strength**. While this has been a rough couple of months physically for me, you have continued to provide me with the strength to go on. You encouraged me, supported me, and continued to have confidence in my leadership even when I felt I had let you down.

4 As I prepare to turn the gavel over to Mary, I want to thank each of you for being a big part of my lighthouse these past two years. You have **guided** me, had **faith** in me, built up my **confidence**, and provided me with a **safe** place to grow. But more importantly, you have been my **friend**.

*Continued on next page.*

### INSIDE THIS ISSUE:

Calendar	6
CWM Div, Delegate's Report	5
Minutes from Meeting	3
Parliamentary Points	4
President's Message	1
UCC 1st Place Newsletter	4
UC Program Schedule	7



**2009-2010  
INTERNATIONAL  
BOARD OF DIRECTORS**

- PRESIDENT**  
Susan K. Shamali CPS/CAP
  - PRESIDENT-ELECT**  
Mary Ramsey-Drow CPS/CAP
  - VICE PRESIDENT**  
Tamra L Goodall CPS/CAP
  - SECRETARY**  
Janine Riemersma CPS/CAP
  - TREASURER**  
Karlana Rannals CPS/CAP
  - DIRECTOR, CANADA DISTRICT**  
Sharron Buttler CPS/CAP
  - DIRECTOR, GREAT LAKES DIST**  
Wendy Melby CPS/CAP
  - DIRECTOR, NE DISTRICT**  
Judith A Yannarelli CPS/CAP
  - DIRECTOR, NW DISTRICT**  
Valerie S King CPS/CAP
  - DIRECTOR, SE DISTRICT**  
Virginia Boyd CPS/CAP
  - DIRECTOR, SW DISTRICT**  
Antoinette Smith CPS/CAP
  - AFFILIATE REPRESENTATIVE**  
Jennifer S Hinkson CMP
- www.iaap-hq.org

**2009-2010 COLORADO-  
WYOMING-MONTANA  
DIVISION BOARD OF  
DIRECTORS**

- PRESIDENT**  
Margaret Hartl  
Rim Rock Chapter  
mhart101@msn.com
  - PRESIDENT-ELECT**  
Tish Neff  
Book Cliff Chapter  
lcn357@msn.com
  - VICE PRESIDENT**  
Eileen Verosko CPS  
Pikes Peak Chapter  
everosko@officescapes.com
  - SECRETARY**  
Judy Smith CPS/CAP  
Old West Chapter  
smithj@laramie1.org
  - TREASURER**  
Andrea Latine CPS  
Denver Chapter  
andrea.latine@netzero.net
- www.iaap-co-wy-mt.org

**Chapter Announcements and Upcoming Events**

We had current members, past members, and some very special guest in attendance for our **May 12 Annual Meeting** and **20 Year Celebration**. There was a lot of eating, networking, and reminiscing going on throughout the evening.

We started by recognizing the fourteen wonderful ladies that started our chapter back on May 9, 1990. Because these ladies were willing to step out of their comfort zone, they broke new ground and laid the foundation of what this chapter is built on, career development, educational resources, and professional development.

The following is a list of the original charter members for the Union Colony Chapter:

Judi Swallow - President	Mary Helen D'Angelo
Beth Gibbs - Vice President	Alice Dinkel
Mary Hazen - Recording Secretary	Pamela Lopez (Garret)
Barbara Swetzig - Treasurer	Muriel Reitz
Peggy Abbott	Pamela Renke
Ellie Albert	Marilyn Spolender
Vickie Burr	Nancy Upchurch

The next order of business was the election of your 2010-2011 Union Colony Chapter officers:

- Mary Lenhart - President**
- Ellen Hetterle, CAP - Secretary**
- Nancy Upchurch, CPS/CAP - Treasurer**

I look forward to working with both of you in my new role this coming year.

On June 4 & 5 Mary Lenhart attended the CWM Annual meeting as your chapter delegate. Due to health issues I was unable to attend but from what I hear, the Union Colony Chapter was well represented and received many awards!

Brainstorming was done at our chapter **June 9** meeting with several great programs being planned for the 2010-2011 year. I hope you will all be able to attend some of these great programs.

As I finish my letter to you, I hope that you know how very special each of you are to me. I hope that I have somehow encouraged you, supported you, and mentored you as you have done for me. It has truly been an honor and a privilege to serve as your chapter president these past two years.

Thank you for having faith in me, and for being my lighthouse!

Ellen Hetterle CAP  
2009-2010 Chapter President  
Union Colony Chapter

*Leadership is the special  
quality which enables people  
to stand up and pull the rest  
of us over the horizon.*

*James L. Fisher*



# Chapter Minutes

Union Colony Chapter Meeting  
June 9, 2010  
City Hall, Greeley, Colorado

Members present: Mary Lenhart, Vi McNew, CPS/PRP, and Nancy Upchurch, CPS/CAP

CALL TO ORDER: The meeting of the Union Colony Chapter of IAAP was called to order by Secretary Mary Lenhart on June 9, 2010, at 7:02 p.m.

MINUTES: There was no quorum; the minutes were not approved.

OFFICERS REPORTS:

President - Ellen Hetterle

Ellen stated they did not have a President's conference call during the month of May. Ellen was not able to attend the CWM Division Meeting as UCC's delegate. Mary Lenhart was named the delegate and Nancy Upchurch was the alternate.

Secretary - Mary Lenhart

The Union Colony Board meeting was held at the Plains Hotel in Cheyenne, WY. Nancy stated that the APW committee will need to meet to finalize their report. The June chapter meeting will be held on the 9<sup>th</sup> at 5:30 p.m. at City Hall. The meeting will consist of brainstorming and coming up with new programs for the year 2010-2011.

Treasurer - Nancy Upchurch

The report was distributed, reviewed and will be filed.

COMMITTEE REPORTS:

Newsletter Committee - Mary Lenhart

No report.

Programs Committee - Mary Lenhart

No report.

Ways and Means Committee - Nancy Upchurch

Nancy reported that the Greeley Stampede fundraiser has been cancelled. The Stampede has obtained other resources to take tickets at the entrance to the stampede. Next year, we will let them know we are still interested in working for the Greeley Stampede.

SPECIAL ORDER:

Audit Committee - Secretary Mary Lenhart

The Audit Committee was appointed; Cathy Witte and Dorothy Brethauer will be notified. Treasurer Nancy Upchurch will have the books in order for the audit 30 days after the fiscal year ends June 30, 2010.

ANNOUNCEMENTS: The next board meeting will be held on Saturday, July 31, 2010, at 9:00 am, at Nancy's residence. Please RSVP. The next chapter meeting will be Wednesday, September 9, 2010, at 5:30 p.m. at the Greeley City Hall.

ADJOURNMENT: The meeting was adjourned at 7:15 p.m.

Submitted by:

Mary Lenhart  
Secretary

**CWM Division Annual Meeting**

June 2010  
Cheyenne WY

June 2011  
Denver, CO

June 2012  
Ft Collins or Greeley CO

**International Conventions**

July 18-21, 2010  
Hynes Convention Center  
Boston MA

July 18-22, 2011  
Montreal Convention Ctr  
Montreal QC, Canada

July 22-25, 2012  
Gaylord Texas Resort  
Grapevine, TX

July 28-31, 2013  
Anaheim Convention Ctr  
Anaheim, CA

July 27-30, 2014  
Milwaukee Convention Ctr  
Milwaukee WI

**Certification Conference**

October 17-20, 2010  
Hilton Seelbach Hotel  
Louisville, KY

**Professional Education Conference**

March 8-10, 2010  
Grand Sierra Resort  
Reno NV

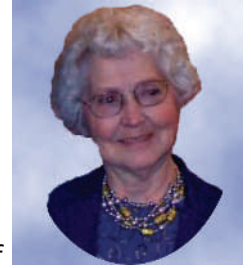


### MEMBERSHIP

- Dorothy Brethauer 4/2001  
Retired
- Beth Carlberg 4/2008  
CDOT
- Betty Carwin 10/2000  
State Farm Ins Co.
- Shannon Haberman 8/2007  
Banner Health
- Ellen Hetterle 4/2003  
Banner Health
- Mary Lenhart 6/1997  
City of Greeley
- Trudy Miller 2/1998  
Self-Employed
- Barbara Swetzig 3/1990  
Retired
- Nancy Upchurch 3/1990  
Hensel-Phelps
- Cathy Witte 8/1996  
Retired

### PARLIAMENTARY POINTS *by Vi McNew CPS, PRP*

#### COMMITMENT - AS IT APPLIES TO MY IAAP MEMBERSHIP



Have you really thought about what this word “commitment” means? Let’s see if your idea of what it means is the same as mine.

- I believe that when I applied for membership in this organization, it would provide me with many avenues of assistance in my chosen professional career. In return, I would do my best to be a member who attends meetings, and, if not able to attend, call the President or Treasurer to inform them I would not be able to attend that meeting.
- That I would avail myself of all the information IAAP furnishes to become a reliable member insofar as assisting the officers in their positions in the chapter, such as volunteering for committee work, making myself knowledgeable about that committee and what it requires; being fully aware of the contents of the Bylaws and Standing Rules governing the chapter, and when present at a meeting, taking part in the discussion on motions and voting.
- That I would seek to assist other members by sharing ideas and relying information I find helpful in my career.
- That I would strive to fulfill my membership by taking advantage of techniques and qualities that would make me a member on whom others could rely.

Every day seems to be busy and it is easy to push aside the qualifications of membership in an organization. From experience I have learned that we need to prioritize our “commitments”, it being the only way to give each its due, and to satisfy the requirements which we truly want to fulfill. What do you think?

### UCC NEWSLETTER - 1ST PLACE



The Union Colony Chapter Newsletter was awarded the “Certificate of Excellence” in recognition of 1st Place in the 2010 CO-WY-MT Division Newsletter Contest.



As editor of the newsletter, I would like to share this award with all the members of the Union Colony Chapter. Each one of you has contributed to this newsletter one way or another. I am so proud to be affiliated with this organization.

I want to take a moment to thank Dorothy Brethauer for being a member of the newsletter committee. Dorothy takes time from her busy day and proof-reads the UCC Newsletter. Her input is very valuable and I want to share this award with her.

Next, I want to thank Ellen Hetterle, CAP, for the award winning President’s letter. Each month she contributes to the newsletter and informs the chapter of all the upcoming events. Her light-house theme was an inspiration to us all. Thank you Ellen.

Last but not least, Vi McNew, CPS/PRP has also won this award for her parliamentary articles she has submitted for us to use. She has kept us “in line” and informed. Thanks Vi.

Wait until next year. Congratulations Union Colony Chapter!  
*Submitted by Mary Lenhart, Newsletter Committee Chair*



The Colorado-Wyoming-Montana Annual Meeting was held in Cheyenne, Wyoming, on June 4 and 5, 2010. Old West Chapter hosted the meeting which was held at the Plains Hotel. Friday two workshops were held; "Make the Commitment, You are so Worth It," by Brenda Crawford, and "Everything You Wanted to Know about Adobe Acrobat PDF but Were Afraid to Ask," by Dr. Keren Meister-Emerich. I attended the Incoming President's luncheon and the Adobe Acrobat Pro training. The luncheon was well attended with four "new" incoming presidents, along with incumbent presidents. The Adobe Acrobat Pro workshop was well attended and informative.

On Saturday, June 5, 2010, the business meeting was held. As the delegate for UCC, I attended the first timers orientation. Nine chapter delegates and five board members were present. 40 members were in attendance. The meeting was called to order by Division President Margaret Hartl. The board meeting started with the parade of chapters, Pledge of Allegiance to the flag, and inspiration delivered by Judy Smith, Division Secretary. The nominating committee introduced the incoming Division officers as: Tish Neff, President, Eileen Verosko, CPS, President-Elect, Carol Hardin, CPS/CAP, Vice President, Deanna Anthony, CAP, Secretary, and Andrea Latine, CPS, Treasurer. There were no nominations from the floor, and the nominees were elected by acclamation. No Bylaws or Standing Rules changes were submitted.

International Secretary, Janine Riemersma, CPS/CAP, presented a workshop "Becoming the Kind of Person Every Team Wants," with 17 essential qualities of a team player. The Omega ceremony honored five division members who had passed away this year. Appointment of the Nominating Committee for 2010-2011 was as follows: Chris Liley-Hudler, Denver Chapter, Paula O'Keefe, CPS/CAP, Pikes Peak Chapter, and Aubree Lujan, CPS/CAP, Pikes Peak Chapter. During the luncheon, awards were given to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in regard to the chapter website, newsletter, and membership. The Union Colony Chapter won two awards for the newsletter, 1<sup>st</sup> Place \$60, and the chapter website, 3<sup>rd</sup> Place \$40. What an exciting time!

The business meeting reconvened with the State of the Division report by Margaret Hartl, International Update by Janine Riemersma, and RTF Report by Lanea Robbins from Idaho Falls, ID. After a short break, Nancy Upchurch, CPS/CAP, presented the "Strategic Planning Workshop." The participation was outstanding. I thoroughly enjoyed the group I was in.

The 2012 Annual Meeting Bid was requested. Union Colony Chapter and Mountain View Chapter made a bid for the 2012 Annual Meeting. The delegates accepted the invitation and will get back with the division after the chapters have informed their membership. The 2011 Invitation was given by Elizabeth Harms, CAP, Denver Downtown Chapter. A bag was handed out with small items inside, and we were asked to bring it to the 2011 Division Meeting held at The Curtis Hotel.

The Banquet-Installation of Officers was held in the Range Rooms. After a wonderful meal, the installation of the new officers for the CWM Division was held. Vi McNew CPS/PRP was recognized for 50 years of being an IAAP member. The new theme for 2010-2011 is Passion & Purpose.

I want to thank the Union Colony Chapter for sending me as the delegate for the chapter. I developed many friendships from this opportunity, and the experience will stay with me for years to come.

Respectfully submitted,

Mary Lenhart, Union Colony Chapter Secretary

### UCC Committees

Bylaws & Standing Rules  
Cathy Witte (Chair)

Education and CPS/CAP  
Vacant

Membership  
Ginger Zech (Chair)

Newsletter  
Mary Lenhart (Chair)  
Dorothy Brethauer

Program  
Membership

Public Relations  
Beth Carlberg

Ways & Means  
Nancy Upchurch CPS/CAP  
(Chair)

Appreciation Night  
Ellen Hetterle CAP (Chair)  
Nancy Upchurch CPS/CAP

Budget  
Nancy Upchurch CPS/CAP  
(Chair)

Enhance Your Career—Impact  
Meeting  
Ellen Hetterle CAP (Chair)  
Nancy Upchurch CPS/CAP

APW Event  
Ellen Hetterle CAP  
Nancy Upchurch CPS/CAP



2010 Division Board: Tish Neff, Eileen Verosko, Carol Hardin, Deanna Anthony & Andrea Latine

# July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Schedule of Events for July

- 7/4/10 4th of July
- 7/17/10 to 7/22/10 International Educational Forum and Annual Meeting, Boston MA
- 7/31/10 UCC Board Meeting



## Schedule of Events for August

- TBA - UCC BBQ
- 8/21/10 Mary Lenhart's Birthday
- 8/28/10 UCC Board Meeting

# August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## UCC Website - 3rd Place

The Union Colony Chapter Website was awarded the "Certificate of Excellence" in recognition of 3rd Place in the 2010 CO-WY-MT Division Website Contest.

Thank you Sue Young and Ellen Hetterle, CAP, for your contribution to the Union Colony Website. What a wonderful honor for the chapter.

Next year will be another fantastic year, and we will all strive to move up to 1st Place. Congratulations!!





Left to right: Ellen Hetterle CAP, Nancy Upchurch CPS/CAP, Mary Lenhart, and Vi McNew CPS/PRP

# POWER of Commitment

## Union Colony Chapter

**Ellen Hetterle CAP— President**  
 ellen.hetterle@bannerhealth.com  
 57ellensue@comcast.net

**Mary Lenhart — Secretary**  
 mary.lenhart@greeleygov.com  
 marolenhart@aol.com

**Nancy Upchurch CPS/CAP—Treasurer**  
 nupchurch@henselphelps.com  
 nupchurch2@aol.com

**Vi McNew CPS/PRP - Parliamentarian**  
 videlmcnew2@comcast.net

**Mission**

**Educational Programs**  
**Leadership Enrichment**  
**Professional Development**

**Union Colony Chapter meets on the 2nd Wednesday of each month, September through June.**  
**City Hall, City of Greeley**  
**5:30 P.M. Networking**  
**6:00 P.M. Program**  
**RSVP: ellen.hetterle@bannerhealth.com**  
**nupchurch@henselphelps.com**  
**7:00 Meeting**

**Visit us on the WEB:**  
[www.orgsites.com/co/iaapucc](http://www.orgsites.com/co/iaapucc)  
[www.iaap-co-wy-mt.org](http://www.iaap-co-wy-mt.org)

### 2009–2010 Chapter Programs

MONTH	PROGRAM	PRESENTER	Coordinator	Greeter
09/09/09	Life Coach/Resume Writing	Bill Frank	Trudy M	Cathy W
10/14/09	Women in Leadership/Networking	Sarah MacQuiddy	Mary L	Ellen H
11/11/09	Discovering Your Memory Power	Kurt Venekamp	Nancy U	Dorothy B
12/09/09	Community Service	Pam Hungenberg	Nancy U	Nancy U
01/13/10	Secrets to Healthy Aging	Patricia Sarbo	Ginger Z	Mary L
02/10/10	IMPACT-Importance of Professional Membership	Lynn Runyan	Ellen H	Ellen H
03/10/10	How to Pack and Dress Professionally for a Trip	Linda Winter	Trudy M	Mary L
04/14/10	The Text Doctor	Bette Frick	Ellen H	Ellen H
4/24/10	APW Event, Embassy Suites, Loveland	Gini Courter	UCC Board	N/A
05/12/10	Annual Meeting/Installation of Officers	Ellen & Nancy	UCC Board	N/A
.06/09/10	Brainstorming/Program Planning	All Members	UCC Board	Ellen H