



SHAPING THE FUTURE -- TOGETHER!

Ginger Zech

2006/2007 Chapter President

Using the theme, “Shaping the Future” selected by our new International President, Sandra Chandler, the 2006-2007 Union Colony Chapter Board has selected to add the word, “Together” for our theme. As we all know, it takes a commitment of all the members to have a successful year -- success in meeting members’ needs, success in building our chapter and success with being more involved with other chapters in our District.

As this year’s Board consists of fairly new members to IAAP, and it is the first year for any of us to hold an office, we are looking forward to the support and guidance of past Board and Chapter members. As your President for 2006-2007, I feel so fortunate to have an enthusiastic team and the support of such knowledgeable and experienced people.

Michelle Barraclough, Vice President and Chair of the Program Committee, is working with her committee members to put together the programs for this year. This Committee promises a unique selection of programs which will be announced at the next Chapter meeting.

Secretary Harriett Meeker and Treasurer Tobi Vegter CPS, have also been putting together some ideas and suggestions that will be shared at future meetings.

I’m looking forward to a rewarding year!

Respectfully,

Ginger

FLEXIBILITY IN THE WORKPLACE

Grueling deadlines, long hours, demanding bosses. Maybe you don't like them, but you can deal with them. But make that a change in the work routine and you tense up. You get rigid and uptight. You feel like too much is being asked of you. You liked things the way they were. Meanwhile, your coworker adapts and adjusts to the new situation with ease. How does she do it, you wonder? How can you learn to be flexible without becoming the office doormat?

According to The Work Foundation, a London-based think tank, companies profit when their employees add flexibility to their skill-sets. And flexible people tend to last longer at their jobs because they're happier while they're there. So how do those flexible people ebb and flow with office fiascos and not get taken advantage of? Here are some quick tips from the pros on how to be flexible when a problem arises:

- Listen to what's being asked of you
- Visualize multiple approaches to a problem: drop those approaches that aren't working and find new ones
- See change as an opportunity, not a threat
- Identify coworkers who are flexible and ask them how they do it
- Sign up for the office yoga class (hey, whatever works!)

www.womenswallstreet.com

UNION COLONY CHAPTER

Website:
www.orgsites.com/co/ucciaap

MISSION

Union Colony Chapter is committed to:

- Educational Programs
- Leadership Enrichment
- Professional Development

2006-2007 OFFICERS

Ginger Zech,
 President ----- 970.336.0009
 Michelle Barraclough, Vice
 President----- 970.215.2067
 Harriett Meeker, Secretary
 ----- 970.339.8410
 Tobi Vegter CPS, Treasurer
 ----- 970.330.2685

MINI TASK GROUPS

APW Event

----- Nancy Upchurch CPS/CAP
 -----Sue Young CPS/CAP

Bylaws & Standing Rules

-----tBD

Education

----- Elaine Furister CPS/CAP
 -----Beth Gibbs CPS

Installation/Membership

-----Ellen Hetterle
 -----Barbara Swetzig CPS

Newsletter

-----Trudy J. Miller CAP
 ----- Vi McNew CPS/PRP

Nominations ----- TBD

Program, Publicity, Historian

----- Ginger Zech

Scholarship

----- TBD

Ways & Means---- Tobi Vegter CPS

BOARD MEETINGS

All UCC members are invited and encouraged to attend the board meetings.

IT'S WORK, SO DRESS LIKE YOU MEAN IT

Does your office attire scream "I'm off to a rock concert" or do your clothes coolly convey a "take-me-seriously" attitude? What you wear to the office says something about you to everyone you meet; the key is to dress with style and panache, a little bit of creativity and a lot of sensitivity to the environment around you. You want to look special but you don't want to stick out.

And whether you acknowledge it or not, you want to look good. Because when you look your best, you tend to feel better about yourself and that will translate to a more satisfying work experience. (No, that's not a scientific statement -- just common sense.)

Building a business wardrobe starts with figuring out a few things about yourself, so here are a few things to think about before you hit the stores:

- Know your style. What do you feel comfortable, confident and powerful in?
- Know your body. Which hemlines, pant cuts and necklines flatter you?
- Know your workplace or the workplace you want to work in (if you're interviewing for a job). Is your office strictly suits or is casual business attire allowed? In some industries -- like advertising or entertainment -- you can probably be a little more creative with your clothes than if you work in a corporate environment.
- Consider your lifestyle. Do you head out to clubs or to the opera after work? With a few quick changes, can you transition from office to evening?
- Which colors flatter you? Which colors make you feel good about yourself?
- What's in your closet? Are there pieces you love that will also work for work? Integrating what you already have can save you money.

And here are some fashion dos and don'ts:

Don't buy something that's unattractive, thinking "it's just for work." That attitude will kill your wardrobe, your budget and make you feel less than on top of your game.

Buy clothing that will work for you in many situations. If you can't see yourself wearing something in four or five different situations, it's probably not right for you. A simple, well-proportioned suit that can also work as separate pieces is a great place to start. Choose a suit that makes you feel pulled together and helps you forget to feel self-conscious. If you can wear the jacket with jeans and boots to catch a movie after work you're ahead of the game. Or wear a sweater under your suit, and then wear it to the theater, on a date or to a ball game.

Try to buy clothes that don't have too much going on. A busy outfit is like a busybody -- it talks too much. Keep it simple. The whole world doesn't need to know that you're really an artist, so save it for the people who care about you. Maintain your style with a "less-is-more" mantra.

DRESS CONTINUED ON PAGE 3

NEWSLETTER CONTRIBUTIONS

All committee reports are due at the monthly chapter meeting. All other submissions are due to Trudy Miller (tjmillier@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
Greta Steinmetz	-----	2006 -- 10/17
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
May		
Esther Camacho	-----	2004 -- 11/19
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
Melody Hart	-----	2005 --- --4/8
Harriett Meeker	-----	2005
November		
Sharon Lynch	-----	2005 --- 3/19
Sue Young CPS/CAP	----	1994 ----5/22
December		
Elaine Furister CPS/CAP	----	2000 ---- 3/3
Rosalinda Rodriguez	----	2005 ----6/26
Becky Sperber CAP	----	1995 ---- 5/8

* Charter Member

DRESS CONTINUED

Buy one really terrific pair of shoes. A beautiful pair of shoes that goes with everything (or most everything) is better than a different cheap pair for every outfit. Make sure your shoes are comfortable without being nurse-like. The way you walk speaks volumes; let it be with comfort, ease and style.

Make sure you have the proper undergarments. A black bra under your new, white shirt will certainly ruin the effect. Start with the basics and build.

Do remember that you don't have to break the bank to look good at work. Keep your eyes open for sales, shop at outlets and choose clothes that can be mixed in with what you currently have in your wardrobe.

www.womenswallstreet.com

CREATING YOUR OWN EXCEL DEFAULT WORKBOOK

When you create a new Excel workbook, you get a standard default workbook. But what if you don't like that workbook or spend too much time fixing your worksheets? Maybe you have a standard header that you always (or almost always) use on printed pages of your workbook. Or possibly you prefer a different default font style or size or typically modify the layout of column widths in your worksheets.

As it turns out, Excel gives you quite a bit of control over the look and layout of your worksheets. It's fairly straightforward to create an entirely customized default workbook. The trick behind this magic is creating a template file named BOOK.XLT, and then saving that file to the appropriate location on your computer.

To create a new default workbook template, all you need to do is customize a blank workbook exactly as you want it to look. Some Excel workbook elements you might change:

* Font style and font size: Highlight the portions of the worksheet you want to change and choose Format > Cells. Select your preferences for number, alignment, and font formatting.

* Print settings: Select one or more worksheets and then choose File > Page Setup to specify print settings including the header and footer, margins and orientation, and indicate other print layout choices.

* Number of sheets: Add or delete worksheets, re-name sheet tabs, and even change worksheet tab color.

* Column widths and layout: If you normally prefer different column widths, select the columns or even the entire worksheet and then modify the column width.

I was very pleased to see that several members who attended the September meeting signed up to serve on a committee. This is an excellent start! As we can always use a few more volunteers, please give some thought to where you could contribute your expertise and time.

THANK YOU -- GINGER

CWM DIVISION

Website:
www.orgsites.com/co/cwmiaap

2006-2007 OFFICERS

Cory Scarbrough CPS/CAP,
 President - Denver Downtown
 Chapter; **Kyle Sheldon-Chandler**,
 President-elect - Book Cliff Chapter;
Margaret Hartl, Vice President - Rim
 Rock Chapter; **Jennifer Borland**
CPS, Secretary - Mountain View
 Chapter; **Jalane Glasgow**
CPS/CAP, Treasurer - Book Cliff
 Chapter

CWM DIVISION COMMITTEES

Annual Meeting ---Glenda Brown CPS/CAP
 ----- Darlene Chamberlain CAP
 Bylaws & Standing Rules
 -----Jackie Clough CPS/CAP
 Certification ----- Jalane Glasgow CAP
 Membership ----- Chris Church
 New Chapter Builder Sharon Hunvald CPS
 Newsletter / Website Review
 ----- Kyle Sheldon-Chandler
 Nominating ----- TBD
 Retirement Trust Foundation ----- TBD
 Ways & Means ----- TBD

AROUND THE DIVISION

Colorado Chapters

Book Cliff ----- Kyle Sheldon-Chandler
 Boulder----- Patti Lovato
 Denver ----- Andrea Latine CPS
 Denver Downtown* ----- Lisa
 HP Northern Colorado ---Marie Buquo CPS
 IBMC White Eagles Student--- Tara Dubois
 Mountain View ----- Rolene Cogburn
 Pikes Peak ----- Marilyn Sullivan CPS
 Union Colony ----- Ginger Zech

Wyoming Chapters

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

Montana Chapters

Rim Rock ----- Darlene Chamberlain CAP

* Breakfast Meeting
 ** Lunch Meeting

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

POSITIVE DIFFERENCES

It's a great day to be alive and making a positive difference at work and home, isn't it?

Now for a reality check.... If you glossed over that sentence, please pause a moment and reflect: Do you actually feel that way? I hope you believe it to the core – because sometimes, it can be hard to stay enthusiastic about our daily routines or see how our contributions impact the big picture. And when that happens, we're less likely to live to the fullest or do our best – and more likely to skate by.

It takes courage and stamina to wake each morning, come what may, and say, "I will make the most of every minute!" With that in mind, here are some ways you can bolster your courage to live more fully and enjoy greater success in all your endeavors:

- **Live honestly.** I'm not talking here about following rules and regulations and being a good person. That's a given. I mean this: Strive at all times to be true to what Sarah Ban Breathnach, author of *Simple Abundance*, calls "your authentic self." If you live what you believe – and consciously use your words and deeds to reflect those beliefs (not always easy, mind you) – you'll own your life and the way you live it. You'll be the best you can be and experience even more satisfaction in all you do—guaranteed.
- **Embrace change.** Change is the only constant in life, so why ignore, sidestep or fight it? Instead, view it is an opportunity! Choose to become a part of the action, rather than the human equivalent of flotsam or jetsam, tossed hither and yon without exerting any will. Where's the joy in that?
- **Keep an open mind.** Human beings are creatures of limited knowledge. We *cannot* know everything, no matter how hard we try! Therefore, we must have the courage to stay inquisitive and change our minds when necessary. Not always a comfortable thing to do, certainly. But the benefits far outweigh the risks – namely, apathy and stagnation.
- **Be adventurous.** Today is a new day, no matter how similar to yesterday, tomorrow, next week or month it may seem. Mold today as you would a piece of clay. Think: What would make this day outstanding? Now, what's holding you back?

Joan Burge; ©Office Dynamics, Ltd., 2006

2006-2007 INTERNATIONAL BOARD OF DIRECTORS



President, Sandra P. Chandler CPS;
 President-Elect Judy McCoy CPS/CAP;
 Vice President Tia Theriaque CAP;
 Secretary Barb Horton CAP; Treasurer
 Susan K. Shamali CPS/CAP; Affiliate
 Representative Leanne Fisher AOP/JP;
 Canada District Director Kathyne
 Hampton CPS/CAP; Great Lakes
 District Director Sam W. Gill III CPS;
 Northeast District Director Marie "Gerry"
 Burnell CPS/CAP; Northwest District
 Director Teresa G. Bennett CPS;
 Southeast District Director Tamra L.
 Goodall CPS/CAP; Southwest District
 Director Karlena Rannals CPS/CAP

2006-2007 INTERNATIONAL RETIREMENT TRUST FOUNDATION TRUSTEES



(l-r)Linda M. Cook CPS/CAP, Vice
 Chairman; C. Joyce Hawkins CPS/CAP,
 RTFC Liaison; Janine Riemersma
 CPS/CAP, Chairman;
 Barbara G. Carter CPS/CAP, Secretary;
 Sandra P. Chandler CPS, IAAP
 International President; Susan K.
 Shamali CPS/CAP, IAAP International
 Treasurer

2006-2007 COLORADO-WYOMING-MONTANA DIVISION BOARD OF DIRECTORS



(l to r) Cory Scarbrough CPS/CAP,
 President; Kyle Sheldon-Chandler,
 President-elect; Margaret Hartl, Vice
 President; Jennifer Borland CPS,
 Secretary; Jalane Glasgow CPS/CAP,
 Treasurer

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 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

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

CERTIFICATION CONFERENCE

October 15-18, 2006
Marriott Rancho Las Palmas
Resort & Spa – Palm Springs,
CA

October 14-17, 2007
Hyatt Regency San Antonio
San Antonio, TX

October 19-22, 2008
Grand Hyatt Hotel
Denver, CO

PROFESSIONAL EDUCATION CONFERENCE

March 4-7, 2007
Hyatt La Jolla – San Diego, CA

March 2-5, 2008
Charleston Riverview Hotel
Charleston, SC

POWERPOINT – DESIGNING PRESENTATIONS

How Easy Are Your Slides to Read?

Too many presentations are so packed with information they can be illegible. Even complex and confusing slides may be readable if viewed only 18 inches away from a computer monitor.

Try this simple test. Switch to **View > Slide Sorter** and then choose a 66% view from **View > Zoom** or the Zoom toolbar button. If you cannot read the slide without a magnifying glass, consider using a larger font, fewer words and/or higher contrast.

Creating the Perfect Circle, Square, Star, and More

If you have even tried to draw a circle or square on a slide, you might have noticed that the tool is actually called ellipse or rectangle which does not automatically give you a perfectly proportional shape.

The next time that you want an evenly proportioned shape, select the toolbar or AutoShape option that you want, press and hold down **[Shift]** and then draw the object. Release the mouse before letting go of the **[Shift]** key and you will have a perfect circle (or square). Hold **[Shift]** again if you need to resize the shape.

This trick can also be used for drawing other shapes including stars, octagons, triangles, and more.

Quickly Copy a Shape

Do you want more copies of your perfect shape? Here's an easy way to make a copy:

1) Click once on the shape to select, 2) Press and hold down **[Ctrl]** and drag the object to create a copy in a new location.

Easy Alignment:

If you want the original and the copy to be evenly aligned either horizontally or vertically, follow the steps above but also add the **[Shift]** key which will "constrain" or limit your movement to be only across or up and down.

Limit Your Lines

Most shapes will look more professional onscreen without an outside line or border. To remove the line: 1) Select the object, 2) Click on the drop-down arrow next to the Paintbrush tool in the Drawing toolbar.

www.Softwarepro.com

IAAP Information

UNION COLONY CHAPTER

PO Box 336578
Greeley CO 80633

Website:
www.orgsites.com/co/ucciaap

NW DISTRICT DIRECTOR

Teresa Bennett

IAAP HEADQUARTERS

PO Box 20404
Kansas City MO 64195-0404
----- 816.891.6600
-----Fax: 816.891.9118
Web Site:----- www.iaap-hq.org

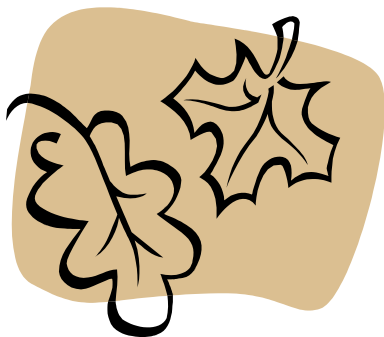
Union Colony Chapter
Upcoming Calendar

Our Agenda

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

Aims College Center
Room 729

October 11, 2006
Appreciation Night



TAKING EFFECTIVE NOTES

Whether you are taking a class, receiving training for a new office program, or doing research for an upcoming project, you need to take accurate, organized notes. Graphic organizers can be a big help for remembering important points. Here are a few you might try.

- **Lists**—create lists to help you pinpoint main ideas.
- **Flowcharts**—these are most effective when taking notes about a process or cycle. Use boxes and arrows to show the ‘flow’ of information.
- **T-Bars**—use a T-bar for noting pros/cons, before/after, problems/solutions, and other information that has two sides or parts.
- **Venn diagram**—the overlapping circles allow you to compare two topics by separating similarities and differences of two ideas.
- **Clusters**—these graphics allow you to note key ideas and their details.
- **5 W's Chart**—this chart includes columns to list the “who,” “what,” “where,” “when,” and “why” of ideas.

When you're learning something new, taking well-organized notes is half the battle. Select the graphic organizer that works best for you and adjust it to fit your own style.

Upwrite Press

"A discovery is said to be an accident meeting a prepared mind."

--Albert Szent-Gyorgyi (1893 - 1986)

A NOTE FROM YOUR DIVISION PRESIDENT

The Division has agreed to waive dues for anyone who joins during October/November, the months where most chapters will be conducting their IMPACT meetings.

Corinna A. Scarbrough CPS/CAP

"I know what I know and I write it."

—Octavio Paz, Nobel Prize—Literature, 1990

Union Colony Chapter IAAP Calendar of Events

Date	Event
2006	
October 11	Appreciation Night - Mary Scheid with Breast Health info
November 8	"Career-Minded Administrative Professionals Challenge the status quo of IAAP" – Beth Gibbs CPS / Nancy Upchurch CPS/CAP
December 13	Writing with Romance (and Creativity) - Kathy Kramer, Boulder Chapter

IAAP ANNUAL CONVENTION & EDUCATION FORUM FUTURE DATES/SITES

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
2012	July 22-25	Gaylord Texan Resort	Grapevine, TX

SPRING PROFESSIONAL EDUCATION CONFERENCE FUTURE DATES/SITES

2007	March 4-7	Hyatt La Jolla	San Diego, California
2008	March 2-5	Charleston Riverview Hotel	Charleston, SC

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
2007	October 19-22	Grand Hyatt Hotel	Denver, CO