

International Association of
Administrative Professionals®

The RimRock Connection

Happy New Year!

By Karen Sable CPS, Rim Rock Chapter President

A New Year can be a time to reflect on the past and the future. This month I would like to discuss our Chapter's recent past and what is ahead of us.

The Education and Programs committee has done an excellent job meeting member needs expressed in the last survey. Upcoming programs build on those successes. In February, we will hear "Smart Women Finish Rich." In March we will tour MSU-B's library and hear a presentation on their community resources group. In April, we'll all learn "Packing Tips for Business Trips."

The Ways and Means committee has already generated approximately \$1,170 in income through sales of Gourmet Popcorn, Masterpiece Cookie Dough & Desserts and Snow Friends gifts. We will receive Dutch Garden bulb packets to sell beginning in January. I would like to thank co-chairs Yvonne Ray and Brenda Olheiser, the committee and each member for their time and efforts.

Tam Rodier CAP and Nicole Geiger attended the 2003 International Convention in Albuquerque July 19-23, 2003, and Darlene Chamberlain CAP and Nicole Geiger attended the NW District Conference in Des Moines, Iowa, September 26-28, 2003. Great things are on tap for 2004 as well – mark your calendars for the 2004 CO-WY-MT Division meeting to in Greeley, Colorado, June 4-6, 2004.

On the membership side, we were saddened to hear long-time member Clarice Roland passed away in 2003. Clarice was an active member when I first joined. Mary Louise Klos moved to Washington to be closer to family/friends. We miss her presence at our meetings and hope that she is doing well. Three new members joined the chapter recently: Peggy Armstrong, Carole Blakeman, and Diane Mattingly. We gained two members when they transferred from nearby folding chapters: Jackie Clough (Gillette, WY) and Julie Mayson (Butte, MT). We welcomed RaKell Petrini as a student member in 2003. Welcome to everyone! Please let me know if there is anything that I can do to enhance your membership in IAAP.

Congratulations to Deanna Anthony on her CAP certification! Although the class for certification review was cancelled by MSU-B because of low enrollment, several members are interested in studying for the CPS/CAP exam. Carole Blakeman expressed an interest in taking the exam in November 2004 and Sherry Tizonzo in November 2005. The new blueprint exam will begin in November 2004. As soon as new study materials become available, the CPS Review committee will make a decision on what to purchase.

The committee for Administrative Professional Week® is putting together a program for April 19, 2004 from 11:30 – 1:30. More details to follow.

As I close, I would like to say thank you to board members for their help and support the past six months. Thanks also to everyone who has recruited new members this year. And, finally, thank you KOA for the use of your meeting room facility. *Let's Involve Others Now!!*

**"Don't lose faith in
humanity; think of all
the people in the United
States who have never
played you a single
nasty trick."**

- Elbert Hubbard



International Association of
Administrative Professionals™

**January 21, 2004
Rim Rock Chapter IAAP
Billings, Montana**

Member Personal News...

Lorraine Lewis had the opportunity to fly to the west coast for Wyo-Ben, Inc. to meet the people she has dealt with in the export business. Lorraine visited with Sprint Forwarders personnel Amarech, her representative, and Johelyn, owner of Sprint. Sprint Forwarders books container vessel space and does all the documentation for Wyo-Ben. She also met with the service representative at the US Bank in Seattle, met two of their major vessel contract representatives, and met all the contact personnel at Port of Tacoma. She was also able to meet and thank the warehouse staff, at Port of Tacoma, for the excellent job they do for Wyo-Ben. Jack Woods then took her to the top of a crane that loads the vessels and she sat 100 feet above the dock

Amarech arranged a tour of a K-Line container vessel and Lorraine stood on the bridge with the captain watching containers being loaded. She met the crew and visited the engine room. She says it was "awesome!"

Lorraine also visited Kinder Morgan in Vancouver, WA. While she was there, they were in the process of unloading Wyo-Ben bentonite from bulk rail cars for a shipment to United Arab Emirates. She watched them convey the product into a huge warehouse for storage until the bulk vessel arrived for loading. Lorraine said it was "reassuring to see the efficiency with which they worked."

Lorraine says she was touched by how nice everyone was. Amarech took the time to take Lorraine on tours of the city and to some of the best restaurants. Lorraine says she learned a lot about how bentonite is transloaded. She was particularly happy to see first hand the quality of people that help her meet their customers' needs.

CPS Service Committee

Submitted by Karen Sable CPS

With everyone's schedules being so hectic, the committee has been unable to set up another study group.

Two members sat for the CAP exam (part four) November 7, 2004. Deanna Anthony passed. Since Deanna passed the first three parts in May 2004, she received her CAP certification.

Congratulations!

Karen Sable CPS also sat for Part four, but she was unsuccessful this time.

former member Nikki Schaubel sat for all four parts November 7-8. Nikki passed and received her CAP certification.

Certification exam application deadline dates have changed. The deadline for the May exam is February 15 and the deadline for the November exam is August 15. The new exam blueprint will be used beginning in November 2004. New study materials should be available for purchase this spring.

Membership Committee

Submitted by Karen Sable CPS

Committee members met for a planning meeting September 10, 2003. This year's IMPACT meeting was held October 15, 2003. Nicole Geiger, CWM Division President, and Karen Sable CPS gave a presentation on the IAAP organization. The presentation covered the different levels of IAAP (international, district, division and chapter) and how each works and interacts with each other. Two seasoned members gave testimonials of why they joined and how their involvement has improved their professional lives.

Three members have joined since July 2003: Peggy Armstrong, Carole Blakeman and Diane Mattingly. Jackie Clough and Julie Mayson transferred their memberships. Jackie was a member of the Energy Capital Chapter (Gillette) and Julie was a member of the Silver Bow Chapter (Butte). RaKell Petrini joined as a student member. While there are not currently any student chapters in Billings, we have involved RaKell in the Rim Rock Chapter.

Welcome to all of our new members!

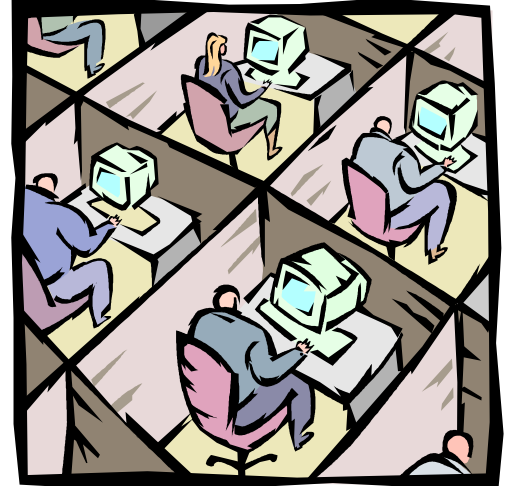
Think Outside the Box to Improve Your Cube Life

Written by Susan Bryant for MSN Careers

For many otherwise happy workers, the cubicle is the bane of modern work life. Although cubicles give the illusion of privacy, those little walls are easily penetrated by your cube mates' incessant sounds and conversations. Not only is a lack of cube etiquette a problem, but spending most of your workday sitting can make you feel like your muscles have seeped into your ergonomic chair.

Cube Etiquette

Anyone who has resided in Cubeland knows how difficult it is to work while trying to block out coworkers' conversations. Mary Risher, a photo editor and cube dweller for the last 10 years, says, "There is always someone who doesn't quite get that if he can hear me, I can hear him. I am forever overhearing domestic tiffs, weird bodily functions, etc. I've been reduced to wearing earplugs so I can concentrate. Even then, someone's voice manages to cut through the foam."



These complaints are common, says Hilka Klinkenberg, founder of Etiquette International, a firm specializing in business etiquette. In a cube environment, professional etiquette must be elevated to a higher standard than in a traditional office because of the workers' close proximity. Klinkenberg gives these guidelines to making your office cube-friendly:

◆ Give your cube mates a sense of control over their space.

Knock on cube walls (even if this is only symbolic on a foam wall) before speaking. Ask permission to enter someone's cube, instead of barging in.

◆ Don't loiter.

Your conversations free-float among people trying to make phone calls, read or write important documents and concentrate on their work.

◆ Realize that odors know no boundaries.

Your lunch, although appetizing to you, may make someone else's stomach turn. If you eat at your desk, take your trash out promptly.

Be more aware of what you are saying and how loudly you are saying it.

Assume everyone within a four-cube radius can hear you. If you need to discuss a sensitive matter discreetly, try to find an empty office or private area.

Another common complaint among cube dwellers is the feeling they are getting "cube body." What kind of effect does long-term sitting have on you? Mary Ann Pavlides, a registered nurse and massage therapist, says her clients who sit for an extended period of time often have experienced these physical repercussions:

- ❖ Lower-back strain due to poor posture from being seated too long
- ❖ Upper-back strain from scrunching your neck and shoulders together while talking on the phone
- ❖ Shortened pectoral muscles from leaning into a desk to type on a computer.
- ❖ Sluggish circulation in legs from prolonged inactivity.

Fortunately, combating these problems is easy. Pavlides recommends the following exercises for relief:

- Get up and walk every half hour. This keeps your circulation going, gives your eyes a break from your monitor and lets your whole body move.
- Stretch your arms back over your head and arch your body into a “C.” This helps reverse the hunched-over posture you may sit in.
- Stand up and roll back and forth on your heels and toes. This stretches leg muscles that cramp from too much sitting.
- Find a doorway and place your forearms against the frame. Lean into the doorway to stretch your pectoral muscles. Don’t hold this position too long, though, or you might strain yourself.
- Make sure you have an ergonomic chair with armrests you can raise and lower to get the right fit, and your desk or table should also be adjusted to a comfortable lever.

Cube Bliss

Even if your cube mates are a bunch of annoying Neanderthals and your boss thinks ergonomic chairs are for wimps, cube nirvana is still possible. Angela Holton, a communications administrator and resident of Cubeland for 11 years, says happiness requires a “bloom where you’re planted” philosophy.

“I keep lots of framed photographs on my desk of friends and favorite places I’ve visited,” she says. “I also am referred to as the ‘Plant Lady’ because of all the greenery at my desk. I’m even considering a small Persian-type rug to place at the entrance of my cube to cozy things up a bit. The way I see it is, if you have to live in a cube, you might as well make it comfortable.”

Local Training Opportunities			
State and Federal Personnel Laws – 2 Day Skillpath Seminars 1-800-873-7545 www.skillpath.com	Blgs Hotel & Convention Center	January 26 & 27, 2004	\$399
How to Get More Organized Padgett Thompson Seminars 1-800-258-7246 www.pttrain.com	Northern Hotel	February 13, 2004	\$169
Conflict Management Skills for Women Skillpath Seminars 1-800-873-7545 www.skillpath.com	Holiday Inn	February 23, 2004	\$99
How to Supervise People Career Track Seminars 1-800-556-3009 www.careertrack.com	Sheraton Hotel	February 26, 2004	\$129
Management Skills for First-Time Supervisors Padgett Thompson Seminars 1-800-258-7246 www.pttrain.com	Northern Hotel	February 27, 2004	\$179
Essentials of Communicating w/ Tact & Finesse Padgett Thompson Seminars 1-800-258-7246 www.pttrain.com	The Perfect Place	March 3 & 4, 2004	\$395.00
How to Handle People With Tact & Skill Career Track Seminars 1-800-556-3009 www.careertrack.com	Sheraton Hotel	March 3, 2004	\$149
Microsoft Excel and Advanced Excel Fred Pryor Seminars 1-800-780-8476 www.pryor.com	Sheraton Hotel	March 11 & 12, 2004	\$79 each day
The Conference for Adobe® Photoshop® Users Skillpath Seminars 1-800-873-7545 www.skillpath.com	Sheraton Hotel	March 15, 2004	\$199

Start the New Year with Financial Goal Planning

Submitted by Chad Lippert & Dennis Lusin of D.A. Davidson & Co.

The beginning of the year is a great time to review the progress of your goals from last year and set new goals. Having clear, written goals for all areas of your life can help you create the life you desire. You will achieve your financial goals more rapidly if you know what is important to you about your money and how you would envision your financial future. In addition, being aware and involved in your financial life means a financial future that is more secure and better aligned with your vision. Here are some suggestions for various financial issues and areas to consider.

Clean up financial messes. Is there something relating to your finances you have been procrastinating taking care of? Some project or difficult situation you are avoiding? Maybe it's a tax return that hasn't been filed yet or an enormous pile of statements that needs to be reviewed and filed. Possibly you have medical claims or business expenses that haven't been reimbursed because you haven't filed the proper forms. Have you been putting off getting your estate plan completed? We all know what these areas are for ourselves. Take care of your financial messes and do it soon.

Retirement Planning. Are you still on track for your retirement goal? Recent years have been, to say the least, difficult times for most investors. Depending on how your portfolio has been invested, and how severe a decline your investments suffered, you may need to adjust your retirement goals. It is important to be very specific about when you want to retire and what lifestyle you expect. The clearer you are, the better your projections will be. In addition, clarity in your retirement goals will set into motion the actions necessary to accomplish those goals. You may be surprised to find new income opportunities and additional savings as you go about setting goals and detailing the ways to reach them.

Education Planning. Is it a goal of yours to pay for some or all of your children's college expenses? Do you envision paying for a private school? Public school? Community college? Once your goals are defined, you can run projections for the future costs and determine how much you need to begin saving. The next step is to decide what type of vehicle is best suited for your needs. You may want to consider using the 529 saving plans. These are state-sponsored plans that allow you to invest money in investment vehicles with varying amounts of risk. If these funds are then used to pay for qualified higher education expenses, under current tax laws, the money can be withdrawn on a tax-exempt basis. To learn more about these plans and review the plans offered by various states, visit www.savingforcollege.com.

Tax planning. The beginning of the year is a great time to start planning your taxes. Thinking of ways to reduce your tax burden all year long is much better than waiting until next December. In 2004, the annual limits for 401(k) and IRA contributions increase. In addition, if you are age 50 or older, you can contribute even more to these plans. Tax-advantaged savings is a great way to not only move closer to your retirement goal, but also cut your tax bill. For almost everyone, it makes sense to contribute to retirement plans, such as 401(k) savings plans, and to contribute at the maximum allowed. The mistake many people make is to only contribute up to the level in which the company will match contributions. A better strategy is to contribute the maximum permitted by the plan. The IRS maximum for 2004 is \$13,000 (\$16,000 if you are age 50 or older). As always, consult your tax advisor.

Goal setting is exciting and energizing. It is a wonderful way to create what you want in life. Take the time now at the beginning of the year to look at your financial goals, write them down and enjoy seeing them come to fruition!

A MILE HIGH IN 2005

IAAP International Convention

CALL FOR VOLUNTEERS!

In case you haven't heard, the IAAP International Convention will be held July 17-2005, at the Adams Mark Hotel in beautiful downtown Denver. Would you like to attend the convention, but just cannot afford the registration fee? Are you ready to serve IAAP at a new level? Then have I got an offer for you!

If you serve as a committee **chairman** for the International Convention, we will pay your **FULL registration cost**! If you don't want the responsibility of being a chairman, then why not just volunteer to be a **committee member** and we'll pay **half of your registration cost**.

I want to thank those who have already committed themselves to serve for the convention; their names are highlighted on the list below. I hope I can count on more of the CWM Division members to step up as well. Counting the 14 chairmen that are needed, we need at least 120 more volunteers.

It would be helpful (*but not necessary*) if you could attend next year's convention (August 1-4) and "buddy-up" with the chairman of your particular committee, as well as attend the post-convention debriefing on Thursday following the convention. But, if you can't, *don't let this discourage you*. I attended the debriefing in Albuquerque, and it was a great way to learn about what the current host committee did, what went well, what could have gone better and what to think about doing the next year.

Here are the committees and the number of volunteers needed for each. The total number of people on the Host Committee (*this includes all volunteers*) is no less than 100, but no more than 120.

- Banquet (2-5)
 - **Jan Schoenfeld CPS, Chair – Denver Downtown**
 - **Eileen Verosko CPS – Pikes Peak**
- Convention Services (2-5)
- Exhibits (2-5)
- Hospitality/Information (5-10)
 - **Pamela Sellers, Chair – Denver**
- Official Dress (*only needs chairman*)
 - **Nancy Upchurch, CAP – Chair – Union Colony**
- Evening of Welcome Open House (5-10)
 - **Debbie Brown CPS, Chair – Denver Downtown**
- Pages (20-25)
 - **Debbie Brown CPS - Denver Downtown**
- Registration (6-12)
- Seminars Monitors/Product Sales (20-25)
 - **Eileen Verosko CPS – Pikes Peak**
- Volunteer Committee (*only needs chairman and co-chairman*)

Other members who have volunteered to serve:

- **Renee Pintz – Denver Chapter**
- **Cheryl Stavis – Denver Chapter**

As Host Coordinator, I also need to find individuals for the following positions:

- Secretary (to take/transcribe minutes of all Host Committee meetings)
- Treasurer (*to keep the bookkeeping records*)

- Cheryl Maguire - Denver
- Fundraising Chairman

Once the committee chairs have been established, then we will have periodic meetings of chairmen and other officers. The meetings may not number too much between now and next August, but you can be sure there will be lots between August 2004 and July 2005!

I sure hope one of these many positions sounds interesting to you. If they do, or if you would like a little more information, please call me at work at 303-692-3380 or email me at Claudette.ferris@state.co.us before December 19; otherwise, call me at home at 303-429-8052 or email me at cmferris753@aol.com, as I will be home until January 5 enjoying the holidays.

I look forward to hearing from you soon. Call me and tell me, *"I want to be a chairman/I want to serve on a committee!"*

Happy holidays!

Claudette M. Ferris CPS
CWM Division Treasurer
2005 International Convention Host Coordinator

12/8/03

Upcoming Events

Professional Education Conference

March 1-3 Santa Barbara CA

Incoming Division Presidents Conference

March 26-28 Kansas City, MO

Administrative Professionals Week

April 18-24

Administrative Professionals Day (Billings)

April 19 Luncheon/Seminar/Style Show Event (tentative)

April 21 Administrative Professionals Day (*observed*)

Certification Examinations

May 7-8 MSU-Billings College of Technology

2004 CO-WY-MT Division Meeting

June 4-6 Greeley, Colorado

Certification Seminar

June 6-9 Tucson, Arizona

IAAP International Convention & Education Forum

August 1-4 Washington, D.C.

"Live in such a way that you would not be ashamed to sell your parrot to the town gossip." - Will Rogers

Happy Birthday!

January:

6 Nancy Podolinsky
14 Jacqueline Schleder
26 Beth Paseka

February:

10 Linda Frank CPS/CAP
14 Louise Peterson
17 Darlene Chamberlain CAP

March:

8 Deanna Anthony CAP
27 Karen Sable CPS

Important Dates:

January 15 Application due dates for International Officers & NW District Director

February 15 Deadline for mailing CPS/CAP examination application for May exam

May 7-8 CPS/CAP Examination

August 15 Deadline for mailing CPS/CAP examination application for November exam

How are we doing with your newsletter? Please call Lorraine Lewis at 652-6351 with comments and suggestions for future editions.

Meetings Rim Rock Chapter

1/21/04 Feng Shui

2/18/04 Smart Women Finish First

3/17/04 MSU-B Community Resources

4/21/04 Packing Tips for Office Trips

5/19/04 Annual Business Meeting

6/16/04 Caring for Elderly Family Members

Meeting Location: Unless indicated otherwise in the monthly meeting notice, all meetings will be held in the KOA, Inc., training room, 1st floor, 550 North 31st Street, TransWestern III Building.

Cost: Dinner will be \$10 unless otherwise indicated in the monthly meeting notice.

RSVP's: To Deanna Anthony by noon, Friday before our Wednesday meeting at 657-8457 (w) or via e-mail: anthonyd@ci.billings.mt.us

Standing RSVP List:

Karena Abel	Yvonne Ray
Nicole Geiger	Darlene Chamberlain CAP
Karen Sable CPS	Linda Frank CAP
Lorraine Lewis	Margaret Hartl
Deanna Anthony	Peggy Armstrong

"The future belongs to those who believe in the beauty of their dreams."

- Eleanor Roosevelt



Rim Rock Chapter IAAP
PO Box 20261
Billings, MT 59104
<http://iaap-rimrock.freeyellow.com/>



Chapter Meeting Minutes

December 15, 2003

Members present: Karen Sable CPS, Darlene Chamberlain CAP, Linda Frank CAP, Lorraine Lewis, Peggy Armstrong, Tam Rodier CAP, Bette Wolfe, Melody Jurkovich, Ginnie Burgess, Nicole Geiger and Deanna Anthony.

Presentation

- We toured the Western Heritage Center.

Chapter Meeting Minutes

- Minutes from the 11/19/03 meeting were approved as presented.

Treasurer's Report

- Approved as presented.

Committee News

- Ways & Means – Great Job! The flower bulbs will be our next project.
- Budget – none
- Community Service – We are collecting items to donate to the Nursing Home. We participated in the Dress-A-Child Program as Karen took a youngster shopping. It was a great time.
- CPS/CAP – The College of Technology is still interesting in including the CAP Exam as part of their program and part of their Fast Track Program as well. We all anxiously await the results of our members who took the November exam.
- APD/APW – the committee will be meeting again soon. We are looking at possibly a Lunch/Skit/Style Show on Monday, 4/19/04 from about 11:30-1:30.
- Education & Programs – none
- Membership – Karen has Diane Mattingly's packet for her.
- Historical/Newsletter – there will hopefully be a newsletter in January.
- Rules & Bylaws – none

Unfinished Business

- Rim Rock Chapter is 45 years old 06/04. Karen is checking with Nicole on having a display at Division Meeting in Greeley, CO, June 4-6. There was discussion about a special table in the meeting room as well as a Ways and Means Table. We will work on pictures and a display.

Notes from International / District / Division

- Nicole provided us with some Presidential Highlights. Newsletters are being passed on. We are currently 5th in our Division as far as membership increases. Please be sure and visit the IAAP website to view Bits and Bytes. Debbie Brown has raffle tickets on sale to win registration to International in DC. The 2004 Professional Educational Conference will be in Santa Barbara, CA.

Upcoming meetings

- Board Meeting ~ 7:00 a.m., January 7, 2004 ~ RETEC 2048 Overland Ave. Suite 101
- Chapter Meeting ~ 5:30 p.m., January 21, 2004 ~ KOA, Inc., 550 North 31st Street, 1st Floor Transwestern III Building



TO: CWM Division Board of Directors
CWM Division Chapter Presidents
CWM Division Members at Large

FROM: Jennifer J. Borland CPS
CWM Division Nominating Committee Chairman

SUBJECT: CWM Division Officers Nominations

DATE: January 19, 2004

As we look forward to growth and continued leadership in our Division, we look toward the future and the 2004/2005 CWM Division Board. The CWM Division Nominating Committee is looking for members who are interested in becoming Division Board members for 2004/2005. Becoming a Board member is an important responsibility and presents a wonderful personal and professional growth opportunity. I hope you will take time to consider this opportunity to serve at the Division level.

Nominations are being accepted for the offices of president-elect, vice president, secretary and treasurer. New officers will be elected during the CWM Annual Division Meeting in Denver, Colorado, and will assume their duties on July 1, 2004. The procedures and duties for each office are available in the CWM Division Bylaws, or you may contact any Nominating Committee member.

We are requesting the return of candidate documents by **March 1, 2004**. Your assistance in notifying your members and preparing appropriate paperwork are sincerely appreciated. From each candidate, we will need:

- Letter of interest from candidate
- Resume of Qualification Form
- An endorsement letter from the chapter president

The 2003/2004 Nominating Committee members are:

Jennifer J. Borland CPS, Chairman

3500 JFK Parkway, Suite 320

Fort Collins, CO 80525

W 970-223-7855

H 970-225-8122

W Jborland@brockcpas.com

H theborlands@att.net

Cindy Stephens

1516 Columbine Court

Cheyenne, WY 82001

W: stephensc@laramie1.k12.wy.us

Stacia Keller CPS

437 Alpine Street

Longmont, CO 80501

W: stacia@jbse.com

RESUME OF QUALIFICATIONS

Please fill out and return this form, along with your letter of interest and endorsement letter from your chapter president and return it to any member of the nominating committee no later than

March 1, 2004.



Name:

Phone:

Address:

Chapter:

Membership Date:

Employer:

Title:

Experience:

Strengths:

Organizations and Positions Held:

Personal History – family, hobbies, interests, etc. (optional)

Your 2003/2004 Nominating Committee:

Jennifer J. Borland CPS, Chairman

3500 JFK Parkway, Suite 320

Fort Collins, CO 80525

W 970-223-7855

H 970-225-8122

W Jborland@brockcpas.com

H theborlands@att.net

Cindy Stephens

1516 Columbine Court

Cheyenne, WY 82001

W: stephensc@laramie1.k12.wy.us

Stacia Keller CPS

437 Alpine Street

Longmont, CO 80501

W: stacia@jbse.com

