



International Association of  
Administrative Professionals®

**2006 – 2007 OFFICERS**

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WYO-BEN, Inc.  
406.652.6351

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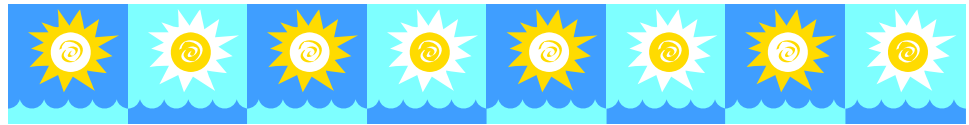
**July 6, 2007**

**Rim Rock Chapter IAAP**  
**P.O. Box 20261**  
**Billings, MT 59104-0261**

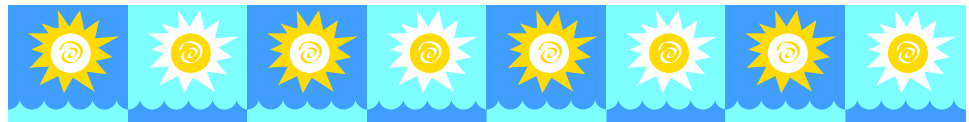


International Association of  
Administrative Professionals™

# The Rim Rock Connection



**Chapter Meeting: July 18, 2007**  
**Summer Social**  
**WYO-BEN - 1345 Discovery Drive**



## Congratulations

**Chief Operating Officer (COO) Award**

Sherry Tizono, Corette Plant Administrative Assistant, received the COO Award for her safety leadership, meticulous documentation of safety records, and exceptional employee involvement in Safety audits, activities/events, and VPP. Sherry makes sure all the T's are crossed and the I's are dotted for the VPP requirements at Corette. She does everything from maintaining the minutes and the "to do" lists for the Safety Committee and Safety meetings, to ensuring the AED's are checked and calibrated, to arranging ergonomic assessments. Sherry is a member of the Safety Audit Team and has participated in numerous audits at the Hydro dams. She volunteered to help with the Safety Forums in Billings and assisted with the Corette booth which took second place last year. She'll be at the Forum in Pennsylvania this summer. Sherry has attended the national VPPPA Conference and brought back good ideas that the plant has used. Sherry does not hesitate to bring up safety issues that need to be resolved and challenges employees on safety when appropriate. Corette has had no recordable injuries in over two years and Sherry's passionate and proactive safety efforts contributed to this accomplishment. **Congratulations, Sherry!**

Cynthia Hanson CAP, Office Manager for Yellowstone Boys and Girls Ranch, passed the CAP exam that she took in May. **Congratulations Cynthia!**

# Our President's Report

## Darlene Chamberlain CAP



Dear Members:



Another year closes and it is time for the new officers to come on board. I want to thank you all for the support you have given me this past two years as your chapter president. It has truly been a privilege serving you in this capacity. I have learned a lot in all my roles in the chapter but this has been the most interesting and rewarding of them all. By working closer with you as officers or on committees, I have gotten to know each of you better this past two years and you have probably gotten to know more about me than you ever thought you would.

Our chapter took three awards at Division Meeting this year which ended my year on a High Note! I was very proud to accept the awards for the committees that worked so hard this year.

- Rim Rock took Third Place in Membership Growth for the chapters in the Division. I thank all of you who recruited new members this year. Your dedication to our chapter really proves that when you believe in and are proud of an organization that you belong to, it's easy to bring others in.
- The Rim Rock Connections took Second Place in the Newsletter Competition. Thank you Karen for doing such a great job in getting all the information out to our members this year. The updated look and all your hard work truly paid off. You have set the standard high for next year.
- The Rim Rock Website took Second Place in the Website Competition. Thank you Tam for designing the website and keeping everything up to date so members and other interested individuals could see what we are all about. Our website is also a great recruiting tool.

I also want to thank Glenda for chairing the Host Committee for Division meeting. Many hours of hard work went into planning and organizing all the events and it all came off without a hitch - at least none that were seen. We received many thank you's for a job well done in the evaluations turned in by the attendees. To all eleven members that attended and helped out during the weekend, I want to say thank you for a great job. We could not have done it without all of you taking a part.

And now my last Purr-les of Feline wisdom "The journey you take is going to be filled with twists, turns, stops and dead ends. The trick is to take it all in stride, to keep pressing forward, and to learn to adapt, adjust, and apply yourself. Your journey will be worth the effort and can take you to places you never expected to go." Keep this in mind as we begin our new year. Be open to new ideas and volunteer on new committees. By all means jump right in and make the year as enjoyable as the past has been.

See you at the July meeting,

Darlene Chamberlain CAP  
Rim Rock Chapter President



# Report on Office of the Future

By Christi Mock



## OFFICE OF THE FUTURE 2020<sup>SM</sup>

I recently had the privilege to attend the International Association of Administrative Professionals (IAAP) Division Meeting in Cody, Wyoming. During the Meeting, Candy Daniels, IAAP Past International President, gave a presentation that I found very interesting. Candy's presentation summarized the findings of a report completed by OfficeTeam regarding the future office entitled "Office of the Future: 2020."

OfficeTeam provides an exciting outlook to the future! Work settings as we know them will become obsolete – the office of 2020 will be more mobile and flexible. Businesses will pop up that offer "Instant Offices." These offices will be fully wired and ready for employees to plug in and play. Having these instant offices will allow employees the freedom from commuting long distances allowing more family time and providing a more relaxed work setting which will increase attendance. This will also allow businesses to be able to invest more in technology offsetting the amount they will be spending on leases, property taxes, and facility maintenance.

OfficeTeam's research shows that more than 100 million people are expected to telecommute to work as early as 2015 (most based at home, others driving to an Instant Office). Even many executives polled predicted an increase in telecommuting within the coming decade!

Office Team had released a similar report in 1999 forecasting the "Office of the Future: 2005," which had proven to be pretty darn accurate so I think you can anticipate the same results for their predictions for 2020. Some of their 2005 predictions included:

1. The need for employees to use multifunctional, wireless technology.
2. Businesses should expect major advances in wireless connectivity, voice-recognition and real-time video conferencing, as well as mobile telephone and digital communication devices.
3. "Smart Phones" would combine the best features of mobile phones with those of handheld computers storing thousands of phone numbers, retrieve voicemail and e-mail, as well as access the Internet.

For the office of 2020, OfficeTeam predicts that Wireless connectivity will lead the way in business. Wireless technology will be used to allow people to easily work with their colleagues over distances. Advanced communication devices will eliminate travel, language barriers, and lags in production.

And get this! "Virtual interaction will replace face-to-face meetings in some cases." OfficeTeam says that meetings will be held by sophisticated computer systems allowing the users to look at holographic images of out-of-town team members while sitting at the board table communicating in real time. Didn't we see this technology in a way futuristic movie? This virtual-reality technology will be widely utilized saving companies millions of dollars in travel-related expenses. A business may have a conference room with wall sized screens projecting a 360 degree view of video conferencing participants, giving the illusion that you are right there with the team.

Interactive Office Spaces will be the next big thing too! Your future office setting will monitor and control the lighting, temperature, etc. as well as respond to your needs. A sample of this is a sensor in your office chair, noting tension in your back. This sensor will send a message to your chair to give you a back massage. Sound unbelievable? We will have to wait and see.

Keep in mind all this will include us as administrative professionals, Candy encourages us to explore the future technology and stay on top of the ever changing software and needs business will have for the future. The role of Administrative Professionals everywhere will change greatly; we will be more responsible for project management, require an entrepreneurial approach, our roles will be more specialized at the same time requiring team building skills, and we will need to be able to demonstrate our experience. These items are just the tip of the ice berg.

Well that's enough for now; if you're interested in learning more about how the future will define your role as an administrative assistant, how to stay ahead of the game, and receive a **FREE** copy of OfficeTeam's research check out <http://www.officeofthefuture2020.com/portal/site/oof-us>.

# Delegate's Report - June 1 – 2, 2007

## IAAP Colorado Wyoming Montana Division Meeting



By: Deanna Anthony CAP  
Rim Rock Chapter Vice President  
Cody, WY

### Friday, June 1, 2007:

Seminar: What A Difference Understanding Our Differences Makes!  
Seminar: Training For Your Job and Your Life  
Microsoft Office Specialist Testing

### Saturday, June 2, 2007:

Delegates Briefing Session/First Timers Orientation 8:00 - 8:20 a.m.

IAAP CWM President Cory Scarborough called the meeting to order at 8:30 a.m. Cindy with Blair Hotels welcomed the attendees to Cody and the Holiday Inn.

The Business Meeting proceeded with introduction of pages, tellers and the timekeeper. The Credentials/Registration Report was adopted. Roll call was then conducted. The Annual Meeting Rules and Program were adopted. Annual Reports were presented of the Secretary, Treasurer and Audit Report.

The Keynote address was by Teresa Bennett CPS, NW District Director. She discussed the meaning of IAAP to ourselves. It presents confidence, ability to deal with stress and difficult people. She felt very strongly about making guests feel welcome. There was also the discussion of developing the 'soft skills' and networking – friendships are priceless. She allowed for the membership to share their value of IAAP. Teresa felt very strongly about the "Pay It Forward" thought. She suggested to read The Butterfly Factor; this novel although a child's story passes forward some valuable life lessons.

At this time, Teresa also presented an International Update. She encouraged everyone to attend the International Convention in Tampa in July. Membership is up – there are now 580 Chapters. While 21 Chapters disbanded, all the members stayed in the organization. There were 11 new Chapters this month. She also encouraged everyone to utilize the marketing plans and materials available on the website. There will also be a great Certification Conference coming up in San Antonio, TX. The Professional Enhancement Conference will be in Charleston SC. IAAP is continuing to acquire more corporate sponsors! The Trust is also seeking sponsors. The International Board has formed more subcommittee's to allow for more general board work (Employer Advisory Group, Strategic Planning, and more).

The Election of 2007/2008 CWM Division Officers was conducted. There was a large debate about qualifications of an officer. After much discussion, the election was left as presented.

President:	Kyle Sheldon-Chandler, Book Cliff Chapter
President-elect:	Shirley Offerson CAP, Division Member-at-large
Vice President:	Margaret Hartl, Rim Rock Chapter
Secretary:	Cory Draycott CPS, Western Horizons Chapter
Treasurer:	Eileen Verosko CPS, Pikes Peak Chapter

The 2007/2008 Nominations Committee was selected:

Jenn Borland CPS, Mountain View Chapter  
Carole Blakeman, Rim Rock Chapter  
Aubree Lujan CPS/CAP, Pikes Peak Chapter

The Business Meeting proceeded with the Bylaws/Standing Rules Committee Report and the Report of the Vice President.

The Membership Awards were announced:

First Place – Pikes Peak Chapter – 37.5% \$75  
Second Place – Book Cliff Chapter – Almost 30% \$50  
Third Place – Rim Rick Chapter – 8.9% \$25

# Delegate's Report – June 1-2, 2007 (continued)

## IAAP Colorado Wyoming Montana Division Meeting



Bylaws & Standing Rules Committee Report – listed were the Amendments for International:

- Amendment #1 – Article VIII – International Officers, Qualifications, Nomination and Election, Term, and Duties, page 8-06/2
- Amendment #2 – Article XIII – Meetings, page 8-06/5
- Amendment #3 – Article VIII – International Officers, Qualifications, Nominations and Election, Term, and Duties, page 8-06/2
- Amendment #4 – Article VIII – International Officers, Qualifications, Nomination and Election, Term and Duties, page 8-06/2

The 2009 Colorado/Wyoming/Montana Division Meeting will be hosted by Pikes Peak Chapter in Colorado Springs, CO.

The Newsletter/Website Committee report was announced.

- Newsletter
  - First Place – Pikes Peak Chapter \$60
  - Second Place – Rim Rock Chapter \$40
  - Third Place – Union Colony \$25
- Website
  - First Place – Pikes Peak Chapter \$75
  - Second Place – Rim Rock Chapter \$60
  - Third Place – Denver Downtown Chapter \$45

An Omega Ceremony was conducted in memory of Marlice 'Mike' Tree from Pikes Peak Chapter.

Book Cliff Chapter presented the invitation to the 2008 Colorado/Wyoming/Montana Division Meeting in Grand Junction, CO (6/7-8/08).

President Scarborough reconvened the business meeting at the Banquet. She then invited everyone to enjoy the banquet. After the President's Appreciation Address, the 2007-2008 Division Officers were installed.

- Kyle's theme for the year is "IAAP – Your GPS for Virtual Success!"

There were a few gift presentations and announcements, and then the meeting was adjourned for the final time.

This report respectfully submitted to the Board of Directors of the Rim Rock Chapter of the International Association of Administrative Professionals this 20th day of June, 2007.

Deanna Anthony CAP, Rim Rock Chapter Vice President





## Happy Birthday

### June & July

Margaret Hartl	June 7
Jackie Clough	June 15
Kathy Jo Opperud	July 2

## Member Anniversaries

### May, June & July

Amanda Carrillo	June 2006
Darlene Chamberlain CAP	June 1991
Katarie Crozier	May 2006
Mary Louise Klos CPS	June 1962
Christi Mock	May 2006
Tam Rodier CAP	May 1999
Bette Wolff	June 1972

## Important Dates

July 29-August 1, 2007: IAAP International Convention and Education Forum Tampa Convention Center, Tampa FL

Oct. 14-17: 2007 Certification Conference - Hyatt Regency, San Antonio, TS,

## Test your CPS/CAP Knowledge

The following questions are from Part 3: Management (48% of questions will relate to human resources, 16% to accounting procedures and analysis, 12% to time management, and 24% to communication)

1. The percentage of employees who remain in a job or leave it, or who are promoted, demoted, or transferred is shown in a  
A) Markov analysis  
B) relocation spreadsheet  
C) predictive data base  
D) placement chart
2. A company's code of ethics needs to clearly state the organization's  
A) primary values and ethical rules  
B) employee benefits  
C) decision processes  
D) departmental options
- 3) Information for developing job descriptions and job specifications is produced through  
A) chain of command  
B) job analysis  
C) organization charts  
D) dejobbing
- 4) Which one of the following theories suggests that people acquire behavior by observing the activities and the consequences of others' behavior?  
A) Theory of manifest needs  
B) Expectancy theory  
C) Self-efficacy theory  
D) Social learning theory

(Answers are located in this newsletter)

Children see their world with an entertaining perspective and giggle whenever their funny bone is tickled. We can learn a lot by watching them and also from seeking their opinions. Enjoy these painfully honest responses from children who were asked questions about their mothers.

What ingredients are mothers made of? *God makes mothers out of clouds and angel hair and everything nice in the world and one dab of mean.*

What kind of little girl was your Mom? *I don't know because I wasn't there, but my guess would be pretty bossy.*

What would it take to make your Mom perfect? *On the inside she's already perfect. Outside, I think some kind of plastic surgery.*

What does your Mom do in her spare time? *Mothers don't do spare time.*

Hmmm...I wonder...do you think Dads and kids would vote for Moms to "do spare time," instead of becoming "terminally serious?"

"Hangin' On with Humor" by Lois McElravy/Lessons from Lois  
[www.montanapeakers.com/loismcelravy.html](http://www.montanapeakers.com/loismcelravy.html)

## Committee Members

Tam Rodier CAP, Co-Chair  
Karen Sable CPS

Sherry Tizono, Co-Chair  
Christi Mock

Margaret Hartl  
Darlene Chamberlain CAP

## Meetings

- The Co-Chairs and the Chapter President met with Kathy Pierce of Reporter Big Sky Office on October 25, 2006, to explore opportunities for combining the *Manage to Laugh* Conference with their Annual *Consumer Show*. We decided to hold separate events a week apart this year. They held their event the week of April 16<sup>th</sup> and our event was on April 24<sup>th</sup>.
- Kathy agreed that Reporter would again provide items for participant packets, bags, and a few door prizes. In exchange, we thanked them for their support on our website, in our newsletter, and in the participant folders.
- The full committee met face-to-face November 8 and December 7, 2006, and March 6, March 22 and April 19, 2007. We also “met” via conference call on January 11 and February 12, 2007. The committee also used e-mail and the telephone to discuss and handle many issues.

## Accomplishments

- APD week was April 22-28, 2007, and the international theme was *Shaping the Future*. However, the committee decided to build on our previous successes by using the *Manage to Laugh* title again.
- We reserved the same room at the MSU-B College of Technology on April 24, 2007. The room holds 120 (we had 102 registered last year; 87 registered this year).
- MSU-B Downtown handled registrations again for \$5 per participant. We have not yet received the final registration report. However, we gave away a few registrations to our corporate sponsors, but we will still pay the \$5 per participant fee for all registered participants.
- We purchased meals and drinks from the COT’s food service vendor. As of this writing, we have not yet received and paid for these meals but we anticipate the total cost will be about \$1,400:
  - ◆ Breakfast – Regular coffee, decaf coffee, hot tea, juice, and rolls
  - ◆ Lunch – Included assorted sandwiches, salad, fruit, dessert and a drinks
  - ◆ Morning Break – Water, hot and iced teas, coffees
- Speakers were Frank Kuntz, of Humor Adventure, for a 3-hour morning workshop and a musical luncheon keynote (total cost was about \$2,000; we are awaiting the final expense detail from our Treasurer) and Rebecca Pace, of PACE Communications, for a 3-hour afternoon workshop (total cost was \$3,000).
- An additional expense this year was the rental, delivery, set up, and takedown of an 8’x8’ riser and stairs for Frank Kuntz’s musical keynote. Cost was \$238.80 (we are still awaiting the final invoice to pay).
- We developed three corporate sponsorship levels/packages and we were successful in recruiting the following sponsors:
  - ◆ MSU-Billings \$2,000
  - ◆ PPL Montana \$1,000
  - ◆ CHS (Cenex) \$250
  - ◆ Avanta \$250
  - ◆ CTA \$100
  - ◆ Darnielle Insurance \$100
  - ◆ Hoiness LaBar Insurance \$100
- Although we made pitches to them, we were unsuccessful in obtaining monetary or in-kind sponsorships from the following organizations:



- ◆ AlphaGraphics
- ◆ Billings Clinic (Deaconess)
- ◆ EBMS
- ◆ Econo Print
- ◆ Travel Café
- ◆ Volley Gayverts
- ◆ Wells Fargo
- We secured in-kind sponsorships from:
  - ◆ Reporter Big Sky Office (participant gifts and door prizes)
  - ◆ Wyo-Ben (printing & postage)
  - ◆ City of Billings (copies)
- We received the following door prize donations:
  - ◆ Reporter Big Sky Office Products – Office Chair (Grand Prize) & misc. items
  - ◆ Valet Today Cleaners – \$15 Gift Certificates (10)
  - ◆ RETEC – Stress Relief 5-Piece Set
  - ◆ City of Billings – Carabineer FM Scan Radio & Google Gear Bag
  - ◆ Shiny Ride Car Wash – Gift Certificates
  - ◆ CTA Architects & Engineers – Water Bottles (10) & Magnet Clips (10)
  - ◆ Swingline – Light Touch Desktop Hole Punch
  - ◆ At-A-Glance – Planner with Zipper Closure, Executive Padfolio, & Padfolio for Paper Pad with Business Card Holder
  - ◆ ACCO – Dry Erase Board with Wall Pocket
  - ◆ Absolute Comfort – “Ergo Rest” Wrist Rest and Mouse Rest
  - ◆ PPL Montana – Soft Cooler, Tote Bag & Coffee Mug with Ink Pen
- This year’s format was the same as last year, with some minor timing changes.
- Registration fees increased slightly this year:
  - ◆ \$65 early bird registration fee (received by 4/15/07)
  - ◆ \$75 late registration fee (received after 4/15/07)
  - ◆ \$60 IAAP members and MSU-B employees
  - ◆ \$455/group (purchase seven early bird registrations and get the 8<sup>th</sup> registration FREE)

## Advertising:

- ◆ We arranged a 50/50 sponsorship ad with the *Billings Gazette* again (\$390.46 value). The ads ran in the *Billings Gazette* on March 25 and April 11, 2007.
- ◆ We posted the event on the KULR8 Community calendar.
- ◆ The event was posted on the MSU-Billings Outreach website.
- ◆ We posted the event on the Rim Rock Chapter website.
- ◆ We posted the event on the IAAP-HQ website.
- ◆ We sent press releases to area papers, radio stations and TV stations.
- ◆ Tam was interviewed live on KULR at 6:00 am on April 10, 2007.
- The brochure was finalized and printed the week of March 12. Darlene printed 1,000 for distribution as follows:
  - ◆ 98 mailed to non-IAAP or MSU-B past attendees
  - ◆ 55 were hand delivered to City of Billings employees
  - ◆ 68 were hand delivered to MSU-B to go in internal employee mailboxes

# APD Committee Annual Report (continued)



- ◆ 500 went to Reporter Big Sky Office to deliver with their orders
- ◆ 30± went to IAAP members at the 3/21/07 chapter meeting
- ◆ 250± hand delivered by APD committee members to local businesses
- We asked chapter members to collect door prize donations.
- Tam, Sherry, and Karen split the “Master of Ceremonies” duties at the conference.
- Darlene arranged to provide recertification points for the conference. Certificates were printed, signed, and made available to CPS and CAP holders at the conference.
- The 2007 APD budget/expenditures spreadsheet is attached. This may change slightly as the final bills are paid.

## Budget:

- We have not yet received registration fees from MSU-Billings. We also have not yet paid all expenses. It appears, however, that we generated about \$600 in net income (budget/expenditure details attached).

## Recommendations for 2008:

- We recommend that the net income from the 2007 *Manage to Laugh* conference be set aside, in a separate account or line item, so that it can be used exclusively to fund a portion of next year’s *Manage to Laugh* conference.
- The committee recommends the following budget amounts for the 2007/2008 event:

Income	\$8,500
Expenses	\$8,500
- Suzie Humphreys was unable to speak at our 2007 conference. However, we already have a signed Speaking Agreement (see attached) with her for our 2008 *Manage to Laugh* conference. The agreement locks in the date (April 22, 2008) and an inclusive price (\$3,500) and her 3-hour “I Can Do That!” workshop and her “Looking for the Laughter” luncheon keynote presentation.
- The committee should consider hiring a Montana speaker for one 3-hour workshop (perhaps Tamara Hall?).
- The committee should start lining up the live TV interviews in January 2008 to make sure we get on all of their live interview calendars (KTVQ, KULR, and KSVI).
- The committee should revisit the “Sponsorship Opportunity Levels” for next year (see copy of this year’s attached). Items to be discussed include if and how many free registrations to give at each level, etc.
- The committee should work with Reporter Big Sky Office to coordinate the event. We need to make sure our conference and their Annual Consumer Show so not occur during the same week. We also need to secure their continued participation in our events (participant gifts, door prizes, and grand prize).
- We need to fill out the form for a 50/50 sponsorship ad with the *Billings Gazette* that is due by July 2007 for our 2008 event. This is required or they will not guarantee the matching of funds.
- We should consider purchasing drinks for the afternoon break.

Respectfully submitted by,

Handwritten signature of Tam Rodier in cursive.

Tam Rodier CAP  
APD Committee Co-Chair

Handwritten signature of Sherry Tizono in cursive.

Sherry Tizono  
APD Committee Co-Chair



## Committee Members

Melody Jurkovich-Chair  
Deanna Anthony, CAP  
Bette Wolff  
Betsy Ryan, CAP

## Meetings

The Community Service Committee met October 4<sup>th</sup> to discuss and select service projects for 2006/2007.

November is dedicated to the Retirement Trust Foundation and the committee decided to raffle an office product basket and a baked goods basket with proceeds to go to the Retirement Trust Foundation.

Other service projects were discussed and it was decided we would purchase pencils/supplies for various schools. Along with this purchase we would do a collection in February of items that can be donated to schools, such as gloves, hats, and socks.

## Accomplishments to Date

- Raffled 4 gift baskets at the November chapter meeting. The profit was \$150.00 which was donated to the Retirement Trust Foundation.
- Purchased 1 paver from the budget amount.
- Items for donation to the schools were collected at the February and March chapter meetings. Deanna purchased additional items from the budget and put together 3 boxes of supplies which included pencils, crayons, paper, sweat pants, socks, and gloves. These boxes also included pencils purchased directly through the School District.
- Donated items were delivered to Ponderosa, Orchard, and Newman Elementary Schools.

Melody Jurkovich  
Committee Chair



## Committee Members

Karen Sable CPS – Chair  
Deanna Anthony CAP

Christi Mock  
Brenda Olheiser

Katarie Crozier  
Jackie Clough CPS/CAP

## Meetings

Since I stayed on this committee as chair-person I did not have a kick-off meeting. Brenda and Christi volunteered to review the newsletter and other members agreed to provide miscellaneous articles, quotes, etc.

## Accomplishments to Date

- Newsletters have been published for January, February, March and April. The May newsletter will be published the week of May 21, 2007.
- Rim Rock members, CWM Division presidents and board, IAAP International President, President-Elect, Rick Stroud, and NW District Director are receiving copies of the newsletter.
- Melody Jurkovich volunteered to keep scrapbooks.

The budget for 2006-2007 was \$50.00 and the committee recommends this same amount for 2007-2008.

A handwritten signature in cursive script that reads "Karen Sable".

Karen Sable CPS  
Committee Chair

## Committee Members

Karen Sable CPS – Chair

Glenda Brown CPS/CAP

Maureen Tetrault CAP

## Meetings

The Certification had one meeting, held via email to discuss spending funds for copy paper to prepare copies of study materials for members taking exams in 2007.

## Accomplishments to Date

- Karen established a study group for members interested in taking exams in 2007. Cynthia Hanson took the exams May 5 & 6, 2007. Susie Wollenburg, Brenda Olheiser, Carole Blakeman, Sherry Tizono, and Amanda Carrillo are planning on taking the exam in November 2007. Other members that received study materials are Renae Hofer, Melanie Vinberg, Angie Conroy, and Pam Kuhr.
- Karen purchased two cases of paper and prepared copies of study materials for members taking exam in 2007. Some members also received CD copies of materials.

The budget for 2006-2007 was \$300.00 and the committee spent \$55.98 for copy paper. The committee recommends \$300.00 for the 2007-08 year as it may be necessary to purchase up-to-date study materials. The Robert Metcalf Materials are 2004 and Prentice Hall publications are 2005.



Karen Sable CPS  
Committee Chair

## Committee Members

Deanna Anthony CAP  
Linda Frank CAP  
Betsy Ryan CAP

Darlene Chamberlain CAP  
Karen Sable CPS

## Goal

Provide a variety of interesting and educational programs geared toward the personal, professional and community growth and development of our diverse membership.

### Accomplishments to Date

- The committee met 09/13/06. The 2005/2006 survey results were reviewed. We presented a slate of programs and presentations to include the following topics:
  - PDA/Blackberry
  - Web Site Maintenance
  - Public Safety Levy Presentation
  - Holiday Fun Night – Christmas Crafts
  - Nutritional Balance
  - Photo Editing and Presentation
  - Public Speaking
  - Office Environments
  - Customer Service
- We have the following programs already lined up for the 2007/2008 Program Schedule.
  - Yoga – Body Balance – Joni Havig, Perfect Balance (248-9642) for 9/19/07
  - Sensitive Communication/Difficult People – Russ Cherry, MSU-Billings
  - MSU-Billings, College of Technology – Dean Chech.
- Meeting locations included Wyo-Ben, Billings Clinic and CTA. Karen handled the bulk of the RSVPs. The cost remained at \$10.00.

Deanna Anthony CAP  
Committee Chair

## Entré has scheduled classes for the following Adobe CS2 programs:

- Acrobat 8 Level 1, July 13
- Dreamweaver 8 Level 1, July 14
- Photoshop CS2 Level 1, July 27
- Photoshop CS2 Level 2, July 28
- Illustrator CS2 Level 1, August 24
- InDesign CS2 Level 1, August 25

Entré provides customized, private group training and one-on-one consultations in addition to our public classes. Please call with your requests for courses not listed on our schedule.

## Entré provides "Quality, Real-World, Hands-On, Instructor-Led" computer training

Following is our current training schedule -Desktop Application, Specialty, and Technical Courses: Classes are held at Entré, 8:30 am - 4:30 pm unless otherwise noted.

### Desktop Application Classes - July/August:

7/10	Excel Level 1	8/1	Excel Level 1
7/11	Excel Level 2	8/2	Excel Level 2
7/12	Publisher Level 1	8/3	Excel Level 3
7/13	FrontPage Level 1	8/9-10	Access Level 2
7/23	Word Level 1	8/13-14	Access Level 3
7/24	Outlook Level 1	8/15	Word Level 1
7/26	PowerPoint Level 1	8/16	Word Level 2
7/27	PowerPoint Level 2	8/17	Word Level 3
7/30-31	Access Level 1	8/20	FrontPage Level 1
		8/21	FrontPage Level 2

### Specialty Classes - July/August:

7/16	Project Level 1
7/17	Project Level 2

### Technical Courses - July/August:

7/30-8/3	2273: Managing and Maintaining a Microsoft Windows Server 2003 Environment,
8/6-10	5115/5116 Windows Vista Combo Course 5115: Installing and Configuring the Windows Vista Operating System 5116: Configuring Windows Vista Mobile Computing and Applications
8/13-17	2779/2780 SQL 2005 Combo Course 2779: Implementing a Microsoft SQL Server 2005 Database 2780: Maintaining a Microsoft SQL Server 2005 Database
8/20-24	Network+

(Answers to CPS/CAP questions)

1. A
2. A
3. B
4. D