



**COLORADO-WYOMING-MONTANA DIVISION
#3-21-000**



2003 – 2004 CWM Board

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**A Message from your
President.....**

Nicole Geiger
2003/2004 CWM Division President

Grrrrreetings CWM Members from your 2003-2004 IAAP Safari Guide. Can you believe we have been on our journey for 11 months? To a child, 11 minutes seems like very long time. But as we mature, the minutes seem to turn into months and even years. Take a moment and think about the past year from both a personal and professional perspective. Reflect on what you have learned, the people you have met, how much you have accomplished, and where you are now (and where you want to be).

In preparation for the CWM 50th Annual Division Meeting, I have also been exploring the CWM historical files. Some of this history and a few scrapbooks from Past Division Presidents will be on display at the meeting.

1942 – IAAP is founded in Topeka, Kansas as the National Secretaries Association.

1943 – The first issues of the association's magazine, *The National Secretary* (now *OfficePRO*), were published.

1944 – Pikes Peak Chapter (Colorado Springs, CO) chartered.

1946 – In February, the first nationwide convention was held in Kansas City, Missouri.

1947 – Mountain View Chapter (Fort Collins, CO) and Book Cliff Chapter (Grand Junction, CO) chartered.

1951 – The first Certified Professional Secretary examination was administered in August. There were 281 candidates at 15 examination centers. As of November 2003, more than 61,000 administrative professionals have earned their CPS rating.

1952 – The first Professional Secretaries Week is observed.

1954 – Colorado Division was formed –Viola Alstatt from the Book Cliff Chapter was elected Division President at the 1st Annual Division Meeting.

1955 – Kachina Chapter (Pueblo, CO) chartered.



- 1956 – Boulder Chapter (Boulder, CO) and Denver Chapter (Denver, CO) chartered.
- 1957 – Colorado and Wyoming chapters merged to form CW Division.
- 1959 – Montana joined Colorado and Wyoming chapters and the CWM Division is formed.
- 1959 – Rim Rock Chapter (Billings, MT) chartered.
- 1981 – Members voted to change the name of the association in February to Professional Secretaries International, clarifying the international identity of the membership.
- 1984 – Denver Downtown Chapter (Denver, CO) chartered.
- 1990 – Union Colony Chapter (Greeley, CO) chartered.
- 1994 – PSI purchased the building and site of our present world headquarters offices in Ambassador Park, a business subdivision in Kansas City, Missouri.
- 1996 – Old West Chapter (Cheyenne, WY) and Western Horizons Chapter (Green River, WY) chartered.
- 1998 – Big Horn Basin Chapter (Cody-Powell, WY) chartered.
- 1998 – In August, PSI member delegates at the 54th annual Convention and Education Forum in Atlanta, GA, voted to change PSI's name to the International Association of Administrative Professionals (IAAP), to reflect more of the job titles being used today.
- 2001 – Mile High Chapter (Denver, CO) chartered.

It has been a grrrrrrrrrrreat honor for me to have served the CWM Division as President (a.k.a. King of the CWM Jungle)!

Nicole Geiger
2003/2004 CWM Division President

There isn't anything more beautiful than a dream in bloom.



I would like to introduce you to the 2004-2005 NW District Presidents



(Left to Right) Debi Cain-Rivord CPS/CAP – MN-ND-SD Division, Ronda Ostwald CPS – IA-NE Division, Nancy Harris CPS/CAP – C-W-M Division, Jo Peay International President-Elect, Linda Sellner CPS/CAP – WA-AK Division, Teresa Bennett CPS – I-O-U Division

What wonderful experience I had at the Incoming President's meeting held on March 26-28, 2004 in Kansas City, Missouri. All of the 36 Incoming Presidents across the U.S., Canada and Puerto Rico were able to attend this meeting. This was the first time that has happened in several years. The energy and the enthusiasm that took place during those three days is hard to describe. But I can tell you that my batteries were recharged and I am excited and ready for the coming year.

**NEWS FROM MEMBERSHIP
SHARON HUNVALD CPS – VICE PRESIDENT**

As of April 30, 2004, the CWM Division is rated #2 for Best Membership in the NW District. That is super! Thank you for your great efforts CWM Division Chapters.

Now we can all re-shoot for becoming Number 1 again and hold that position throughout in our new Division Year, 2004 2005. Here is how, by using the Tools for Success on the CWM Division Membership Website Link. There is a wealth of information there with articles submitted by other

Chapters. If you have had successes or things that did not just quite work out, please share them with me, by emailing me at sharonhunvald@yahoo.com and we will post your information up on the Website.

Well, this is the last article on behalf of your CWM Division Vice President -Membership. I want to personally thank the CWM Membership Committee who deserves special recognition for an outstanding job this year.

I enjoyed working with them. The team included past chapter presidents and past division presidents with over 600 years of professional experience with age thrown in as well. Now, that is a vintage group!

CONGRATULATIONS CWM MEMBERSHIP COMMITTEE! HATS OFF TO YOU!
CHAMPAGNE TOASTS TO YOU ALL! (Here those glasses clanging?)

Glenda Brown CPS, Big Horn Basin; JoAnn Dayton CPS, Western Horizons; Ardene Foley CPS, Book Cliff; Linda Frank CPS/CAP; Rim Rock; Betty James, Division Member at Large, and Pat Warrick, Mile Hi.

We worked on our goals and accomplished them.

Having a special mission statement for the CWM Division Membership Committee. **"The Membership Committee of the CWM Division will provide leadership and guidance to the CWM Division Chapters and Division Members at Large in promoting tools for growth, retention, education, and marketing."**

- Having a membership link on the CWM Division Website in which to share Tools for Success and Growth

www.cwmdivision.org **double click membership**

- Recognition of Chapters of the Year honors in addition to Recognition of Best Membership Growth for Chapters.

We said what we would do and we did it!

Everyone worked together and responded via email. This Membership Committee represented all the states in the CWM Division. That too, is excellent.

None of the successes of this Special Membership Committee would have been achieved without the super teamwork of **Glenda Brown CPS, Big Horn Basin; JoAnn Dayton CPS, Western Horizons; Ardene Foley CPS, Book Cliff; Linda Frank CPS/CAP; Rim Rock; Betty James, Division Member at Large, and Pat Warrick, Mile Hi.** They are a great and experienced group of outstanding Administrative Professionals. I learned so much in working with them. How fortunate I am!

EPILOGUE

Volunteering places you in a great position by working with others to achieve success. Failures are leaning points too, more so, than successes – boy, have I had those, too. And I really learned from those experiences.

Now this is value, professional value, which you, too, can acquire by belonging to International Association of Administrative Professionals. By volunteering, completing a project, learning to work through conflict, these are the experiences you can only get in IAAP, with regularity.

I wouldn't change any of the experiences I have had in IAAP. They were phenomenal. I was scared at first, but I sure overcame it by **DOING!**

GO FOR IT, MEMBERS, VOLUNTEER!

TREASURER'S REPORT

May 2004

I want to send a big 'THANK YOU' to all you for your support these past two years that I served as your CWM Division Treasurer. It has been a truly rewarding experience, and one that I will never forget. I now look forward to my new challenge as the IAAP Host Committee Coordinator for the 2005 convention, to be held in Denver July 17-20, at the Adams Mark Hotel. If you are interested in being

part of my team of volunteers, and would like to earn half of your registration cost, please call me at 303-692-3380 or send me an email to Claudette.ferris@state.co.us. The CWM Division is the best!

Thought for today.....

"Support means taking the responsibility to see that all of your abilities are applied toward the accomplishment of the goal."

~Thomas D. Willhite~

IAAP Building Fund



The numbers are in...as of April 30, 2004, in the Northwest District, the following contributions have been made to the Building Fund:

- Iowa-Nebraska
- Washington-Alaska
- Minnesota-North
- Dakota-South Dakota
- Idaho-Oregon-Utah

Colorado-Wyoming-Montana \$145.00

We, through our contributions, continue to reduce the mortgage for our World Headquarters Building. In addition, our building also requires routine maintenance and improvement. Our generosity helps to offset the expenses incurred on major expenditures, such as air conditioning systems, roofing, etc.

Contributions can be made by:

- Making contributions directly to the fund
- Purchasing IAAP Headquarters note cards (\$5.00 per package of ten)
- Purchasing raffle tickets for one paid registration and airfare to the 2004 International Convention and Education Forum in Washington, D.C. (tickets are \$5.00 each)
- Purchasing raffle tickets at the CWM meeting for chances to win IAAP wine bottle.

Debbie Brown mailed to chapter presidents note cards and IAAP raffle tickets to be sold. Please contact her if you need more.

Debbie Brown CAP/RP
Building Ambassador

**A MILE HIGH IN 2005
IAAP International Convention
A MILE HIGH IN 2005
IAAP International Convention**

I want to thank those who have already made that big commitment and graciously volunteered to be either a chairman or member of the Host Committee for the 2005 IAAP International Convention, which will be held in Denver, Colorado, July 17-20, 2005.

I hope I can count on all CWM Division members to participate. **Committee chairman will receive FULL registration (there are three chairman positions available); committee members will receive HALF of their registration and must work a minimum of 12 hours in order to be eligible.**

COMMITTEE	CHAIRMAN	CHAPTER AFFILIATION
Host Coordinator	Claudette M. Ferris CPS	Denver
Host Co-Coordinator	Kay Bothwell, CMP	Denver
Banquet	Jan Schoenfeld CPS	Denver Downtown
Convention Services	VACANT	
Exhibits	Cheri Hardin	Denver
Hospitality/Information	VACANT	
Official Dress	Nancy Upchurch CAP	Union Colony
Evening of Welcome/Open House	Debbie Brown CPS/CAP/RP	Denver Downtown
Pages	Shirley Clemons CPS	Denver
Registration	Nicole Geiger	Rim Rock
Seminars Monitors/Product Sales	Nancy Harris CPS/CAP	Mountain View
Fundraising	VACANT	
Volunteer Committee	Linda Street	Pikes Peak
Secretary	<i>Kay Bothwell, CMP</i>	Denver
Treasurer	Cheryl Maguire CAP	Denver

If you have a desire to sign up for a committee, but not sure which one to sign up for, let me know, and I'll fax you a copy of the committee descriptions or you can contact the committee chairman. Call me at work at 303-692-3380 or email me at Claudette.ferris@state.co.us; or call me at home at 303-429-8052 or email me at cmferris753@aol.com. We are also going to have a Ways and Means (fundraising) Table at the CWM Division meeting, so I will be available to answer any questions you may have at that time.

Denver will have an exhibit booth at this year's convention, and this is one of our biggest sources of revenue for the 2005 convention. If you're going to the 2004 convention this summer in Washington, DC, and would like to assist me, and/or if you have some great fundraising ideas, let me know.

We're all in this together! It's our turn to shine in 2005, so I look forward to hearing from you soon. Call me and tell me, "***I want to be a chairman/I want to serve on the Host Committee!***"

Claudette M. Ferris CPS
2005 International Convention Host Coordinator

Happy Anniversary

Denver
Denver, Colorado
48 years – June 1, 1956

Rim Rock
Billings, Montana
45 years – June 1, 1959

Denver Downtown
Denver, Colorado
20 years – August 1, 1984

2004 CWM Division Annual Meeting

If you know your STUFF you will not want to miss the C-W-M Division Meeting to be held in Greeley. There is still time to sign up. To print off a copy of the registration go to the Union Colony Chapter website at <http://www.orgsites.com/co/ucciaap/>.

Looking forward to seeing you in Greeley!

IAAP CWM Ways & Means

Kay Bothwell, my co-chair, and I are asking for help from each of the CWM Division Chapters. This is

where you come in to play. We would like each Chapter to donate as many gift certificates as you can for a balloon sell/raffle. The gift certificates should be \$5 and up, and should be from a national company (i.e. Subway, Discount Tire, restaurant chain that covers all 3 states, bookstores, clothing, phone cards, etc.), or for something that can be purchased on-line. Balloons will be filled up and contain the name of each certificate and then will be sold. (\$ amount has not been determined yet.) If we do it as a raffle, tickets will be sold and the first ticket drawn would receive the lowest \$ certificate and on up to the most expensive. We have not determined yet, which way we will do it.

This could be very fun and profitable for CWM, but we can't do it without your help. Hopefully, many of our members have the contacts needed to get these certificates.

All funds go toward CWM Division and help us to keep our Division operating efficiently, and in sending our representatives to International and Division Meetings. I know all of us are very proud of our Division and want to make sure that we are represented at all IAAP events.

Thank you for all you can do. We are very grateful.

Eileen Verosko CPS

Parliamentarian Corner

Be Prepared

BY DEBBIE BROWN CAP/RP
DIVISION PARLIAMENTARIAN

We are approaching that time of the year when we, as members, have the responsibility to make decisions which will affect our association for the upcoming year. In May, most chapters hold their annual meetings. In June, the Division will hold its annual meeting, and International will be held in July.

At our chapter annual meetings, members will act as delegates and vote to amend chapter bylaws and, in some cases, elect officers. At this meeting

you should also discuss the proposed amendments to Division bylaws.

At the Division meeting, chapter delegates will vote on proposed amendments to our bylaws and standing rules, and also for the CWM Board. Only the delegates are authorized to vote, but members can speak to the proposals. Our delegates will also nominate and vote for members of the 2004/2005 nominating committee.

The CWM Bylaws and Standing Rules will soon be e-mailed to chapter presidents and will also be posted on the CWM Division web site. The proposed amendments to the CWM Division Bylaws and Standing Rules have been e-mailed to chapter presidents.

Delegates who attend the International Convention will vote on the candidates for the International Board. This year, there are no proposed amendments to the International bylaws. Delegates should read the information on the candidates running for office, listen to their speeches at International, and, if the opportunity presents itself, meet them and talk to them. If your chapter does not send a delegate to the International Convention it is chapter president's responsibility to send in the proxy, on time, so that your chapter will be represented.

If you represent your chapter as a delegate, in addition to being a privilege, it is also a responsibility. Attend the Delegates' Briefing, all business sessions, and vote. It is good to know how your chapter feels about the issues, but since there may be debate and new information given at the business sessions, it is good to not be instructed. If your chapter does send you with instructions, follow them.

As members and delegates, it is our responsibility to be prepared. To do so:

- Take a copy of the bylaws and standing rules to the meeting
- Review the proposed bylaw amendments prior to the meeting
- Listen to pros and cons
- Ask questions and discuss
- Review the candidates' qualifications

- Listen to candidates' speeches
- Try to meet candidates and talk to them
- Be informed

If you have any questions, feel free to contact me.

CWM Division Bylaws and Standing Rules Committee

Darlene Chamberlain CAP, Chairman

By now all of you should have received a copy of the existing Division Bylaws and Standing Rules as amended in June of 2003, the ratification and twenty-one (21) proposed amendments, which will be discussed and voted on at the Annual Meeting in Greeley, CO. I am not going to list them all here, but will ask that they be sent again with this Newsletter as an attachment. Please take time to review them and let your chapter delegate know your opinion so she can be prepared to represent your chapter in voting on all of them. With twenty-one it sounds a lot worse than it really is! Most of the changes are alignment of duties, changes in terminology and clarifications. Included with the amendments are some housekeeping items, which are just automatic changes due to International bylaw amendments, approved at the last Convention. If you have any questions regarding any of these amendments, please do not hesitate to email me (dchamberlain@wyoben.com) or call me at (406-652-6351) before you get to Greeley.

Retirement Trust Foundation

The year began with International being held in Albuquerque, New Mexico. One of the highlights of Convention was being able to visit our "Place in the Sun" - Vista Grande. I took the tour and have to say, it was fantastic! What a wonderful place - great facilities, lots of things for residents to do, and super friendly people. For those who didn't get the chance to visit last summer, do so sometime - it will make you proud that this retirement community truly belongs to administrative professionals.

Several of our chapters in the Colorado-Wyoming-Montana Division supported the Retirement Trust Foundation (RTF) during the past year. Some have raised monetary donations and some have bought pavers for the common areas at the retirement center.

At the Annual Meeting in Greeley in June, the Division will hold a book/CD/DVD/video sale to benefit the RTF. Anyone wanting to contribute is welcome to bring items to donate and of course, everyone is welcome to buy. Last year's estimated sales was \$300, so we hope to exceed that amount this year. Please be generous and remember that even if you don't retire in New Mexico, the RTF is now able to assist retired IAAP members in need, no matter where they live. This is an important benefit of our association.

Thank you to all the division members who have supported the RTF in the past year. Thanks also to the division board for their support. See you in Greeley!

Nancy Arnold CAP
Retirement Trust Foundation Rep

Certification News

By Tam Rodier CAP
CWM Certification Co-Chair

Congratulations to everyone who sat for the May CPS and/or CAP exams. We know how much studying you have been doing and that you must be feeling great relief that it is OVER. ☺

Thank you to all the CWM chapters who are doing such an excellent job promoting the CPS and CAP certifications within their chapters and communities. Your hard work is paying off! Many exciting things are happening throughout the CWM Division. Following are just a few reports from chapter Certification Committees:

Juanita Cosslett CPS of the Book Cliff Chapter says many of their members joined the chapter because of certification opportunities. They

currently have six members interested in pursuing certification; three first-timers and three who seek the CAP only. The chapter was successful in getting Grand Junction set up as a testing site and this has also helped them “sell” certification. No longer do candidates have to take an overnight trip to sit for the exams, so this has really helped them. Juanita is proud of the fact that the Book Cliff Chapter has always led a study group for anyone interested in obtaining certification, even when it is only one person. They plan to continue this tradition into the foreseeable future because they have learned it works!

Sue Young CAP of the Union Colony Chapter recently reported they have not had many members actively preparing to take the CPS/CAP exams this year. However, they have a set of books and other extra study materials available for loan (mock exams, reinforcing study tips, etc.). They also facilitate study groups using the community college facilities where Sue works. They bring in college instructors to go over some of the more challenging sections (economics, business law, etc.). This has worked well for them and the instructors are flattered to be asked to share their expertise. The most success they have had in the past has been when a member passes the CPS and then goes on to study for the CAP. They have found that studying for both sections at once is more difficult to both learn and teach.

Teresa Summers CPS of the Mountain View Chapter recently reported they frequently encourage members to consider taking the exams, specifically mentioning the value of being certified. They also have members anxious and willing to facilitate study groups. In May, their most recent CPS recipient will speak to their chapter about her experience and what the rating means to her personally and professionally. They are also pursuing programs with the Girl Scouts and local high school career days to include a presentation on CPS and CAP certifications.

New PowerPoint Certification Presentation and Script Available!

IAAP headquarters staff has revised the certification presentation, **Professional Certification: The Career Advantage**, and it is available electronically. Contact Kathy

Schonenboom at kschone@iaap-hq.org or Jennifer Mead at jmead@iaap-hq.org in the Certification Department to request a copy.

New Certification Plaques

The Board of Directors has approved making a change in the certificates sent to those newly certified. Starting with the November 2004 exams, those receiving the CPS or CAP rating will receive a wooden plaque rather than a paper certificate. This is a very professional wooden plaque that we are certain CPS and CAP holders will be proud to display.

New Exam Deadlines

The deadline for the November exams (November 5-6, 2004) is August 15.

New Exam Blueprints!

The CPS and CAP exams will be under a new exam blueprint effective with the November 2004 exam. The new outline, bibliography, and sample questions are all available on the IAAP web site (<http://www.iaap-hq.org/>) under “Professional Certification – New Exam Blueprint.”

Note that all existing candidates will complete the exam under the existing outline. These candidates will continue to test under the existing blueprint until they pass the exam or until their time limit expires. Only new candidates will be subject to the new exam blueprints.

New Exam Review Materials

Both Prentice Hall and Metcalf Educational Services are working on revisions to their review materials to coordinate with the upcoming changes to the exams. Their target date for publication of revised materials is May or June 2004. Candidates are encouraged to begin preparing for the college textbooks listed in the newly revised **Certification Review Guide** available on the IAAP website.

Recertification

This is a reminder to all CPS and CAP holders – effective January 1, 2005, individuals not meeting recertification requirements will be marked “inactive” regarding their certification status on the IAAP database.

The complete recertification brochure and category listing can be requested from IAAP Headquarters, or downloaded from the Certification section of the IAAP web site (<http://www.iaap-hq.org/Cert/recertification.pdf>).

Best wishes for continuing certification successes to all CWM chapters!

Office Email Tips

Nancy Harris CPS/CAP

In the rapid pace of our lives, we use email for much of our communications. It is fast and simple. However, sometimes in our haste we create errors that we could have avoided by using some simple guidelines and taking a little more time. I thought that I would share some tips that I received from the Ceridian Corporation through my work. I know that sometimes when I am in a hurry, I am guilty of doing some of making some of these errors.

- Don't discuss any sensitive information whether it be personal or professional. Remember that email is not private and you should assume that it can be read by others.

- Keep messages short and to the point. Individuals do not have the time to read lengthy messages. They will skim the first few sentences or paragraph to determine if they should read the entire message thus they could miss time sensitive or important information.

- Keep in mind the topic of your message. Email is not always the best choice of communication. Sometimes communication should be done in person. Such as when you are brainstorming, critiquing or just a little on the defensive.

- Be selective in your responses. It is not always necessary to do a "reply all" when the response is only intended for one individual. Be sure to check your email address to ensure the correct individual(s) is receiving the message. Be cautious of your audience to whom you may forward a joke to. Some individuals maybe offended by or feel the material is an annoyance to receive in the business setting.

- Follow the spelling and grammar rules in all of your messages and correspondence. First impressions are sometimes difficult to change. Use your spell checker and ensure you are using the correct word i.e. two, to or too. And ensure that names are spelled correctly. No one likes to see their name spelled incorrect. Abbreviations should be used sparingly. And don't forget to use the correct grammar.



Northwest District Updates

TO: All Members Through Division and Chapter Presidents

FROM: Judy McCoy CPS/CAP
International Director, Northwest District

SUBJECT: Northwest District Update #3

Greetings to all members across the great Northwest District as we continue our **2003-2004 IAAP Mission Possible** year! I am pleased and excited at the efforts across our District to move forward to recruit and retain our members. As you'll see using the **NWD Update #3** link below, many of our chapters are in positive growth, placing us third in the overall standings Association wide! **Anything's Possible** when you know your **Mission!**

The link below opens the latest International **Action>Direction** as well as other information from around our District:

<http://nwdistrict.freesevers.com/Update%20March%202004.pdf>

As we continue our **Mission Possible** year in the great Northwest, let's **Expect The Possible...And Settle For More!** If you have any questions, please contact me at the phone or email address noted below!



IAAP International Updates

IAAP Web site: www.iaap-hq.org



From Around the Division

BOOK CLIFF CHAPTER

Grand Junction, Colorado #3-21-170

This year has own chapter members. Future plans include work on our APW event, Certification study group, leadership training in the Spring, development of a Student Chapter, review of our Bylaws, and sponsoring a booth at the Mesa County Women's network conference in February. It will continue to be a busy year.

Juanita Cosslett CPS

Mountain View Chapter

May 2004

The 2003 – 2004 year for the Mountain View Chapter is coming to an end. We completed the year with great programs.

Pam Allen, Human Resources manager for Managed Business Solutions, gave a presentation at the March meeting on ethics/sexual behavior.

May 2004

As you can imagine, this topic generated a great deal of discussion.

We celebrated Administrative Professionals Day® at our April meeting, with speaker Ann Clarke, an expert in high-energy workshops. She gave a wonderful presentation on heroes, with the administrative professional being one of them. It was amazing to hear her description of the administrative professional in such context. We appreciated being reminded of what we accomplish and contribute. We also surprised our members with a light dinner and flowers for each one.

Our May meeting will conclude our year. It will be an exciting meeting, with the installation of the officers for the 2004 – 2005 year. We are very pleased that Nancy Harris CPS/CAP, division president-elect, will perform the ceremony.

The year was terrific. We accomplished the program goals set at the annual planning meeting and increased our membership. The perfect conclusion is attending the CWM Division meeting. See you there!

Pikes Peak Chapter

Colorado Springs Colorado

Over the last few months, we have been very busy planning our APW Luncheon, which was a great success. Dr. Joseph Michelli presented his "Flying Fish" program and captivated the audience. It was wonderful to see over 200 in attendance for this event. We also presented awards for Executive of the Year, Administrative Professional of the Year, Member of the Year, and a special presentation for a \$500 Scholarship Award.

On May 1st, we had a small group of members volunteer for the Colorado Springs MS Walk. It was a lot of fun and we enjoyed being a part of such a wonderful Community Service project. During May, we will also be voting on our new Board Members, who will be installed during our June Meeting.

We are currently working on our 60th Anniversary celebration to take place in October. The committee is working very hard to make this event

a fun one for members and their spouses. We can hardly wait to hear what they have planned for us!

On a personal note – it has been an honor serving on Pikes Peak Chapter Board for the last three years (two as Treasurer and this last as President). It has been very rewarding and has taught me a lot professionally and personally. I wish our new Board Members the best and know they will continue to guide us with an excellent hand.

Union Colony Chapter Greeley, CO



As I write this CWM Bulletin message, I can only reflect back on the year. Union Colony ‘built’ our year early on, beginning in June with a survey to our members. Our Chapter Board, as well as other members gave input and value to our planning sessions. The result for our chapter is not only that of our members “Experiencing the Adventure of Success,” but feeling it, passing it on to others, and using that success in each of their own ways to volunteer in their communities, build our chapter, grow in our profession, and develop personal responsibility and value.

We have added new members to our Chapter. Early in our year we added Sheri Garland as a member. It is so heartwarming to now welcome Ginger Zech, Dianna Gross, Esther Camacho, Jayne McCaffery, and Lisa Finley to Union Colony Chapter! We as a chapter are excited to see our growth in membership because we know as our membership grows, we will continue to grow as a chapter, and “Experience the Adventure of Success.”

March’s meeting featured Rhonda Dudley, State Farm Insurance, who helped us through “An Adventure in Job Hunting,” and in April our Chapter held a two-hour workshop creating our “Adventure in Team Building.” Judy Whichard, Ph. D, Certified True Colors Master Trainer, presented the program. The cost of this program was paid through scholarships for our members from our Scholarship fund.

Our chapter celebrated APW week with a breakfast and program at the Greeley Country Club. Our speaker was Kim Wolinski, MSW, aka Dr. DeClutter, who showed us how to “Laugh Yourself Stressless.” We were happy to have Joyce Teter, PRP, Stacia Keller, CPS, and Vi McNew, CPS/PRP, from the Boulder Chapter, and Sharon Hunvald, CWM Division Vice President, Denver Chapter, there to celebrate with us.

Our next meeting is scheduled for May 12, beginning at 5:30 p.m., at the University of Northern Colorado. This will be our chapter’s Anniversary Celebration, as well as installation of officers for the upcoming year. We will have a catered meal (cost is \$16). We invite you to join us in our celebration.

Union Colony also has “A World of Opportunities Designed for You” at the CWM Division Meeting and Educational Day scheduled for the first week of June at the Aims Corporate Center in Greeley. Make plans now to attend—it promises to be an exciting and fun event for our Division. Our keynote speaker is Nan DeMars, CPS, and Past International President. Make your plans to attend now!

On behalf of Union Colony Chapter, I want to thank all those who contribute to the success of IAAP. Through our organization we offer administrative professionals the chance to build on their strengths and skills, and be recognized as true professionals in every sense of the word! This year, Union Colony Chapter has strived to achieve this as we truly have “Experienced the Adventure of Success!”

Elaine Furister, CPS/CAP
Union Colony Chapter President

CWM Chapter Meeting Dates

If you have the opportunity to visit another chapter in our division, the following are the meeting dates.

Chapter	President	Meeting Date
Colorado		
Book Cliff	Juanita Cosslett CPS	3 rd Wednesday
Boulder	Dawn Lesser CPS	3 rd Thursday
Denver	Cheri Hardin	2 nd Monday
Denver Downtown	Colleen Toppett	2 nd Wednesday
Kachina (Pueblo)	Joyce Bergemann	2 nd Thursday
Mile High (Denver)	Heather Zertuche	1 st Tuesday
Mountain View (Fort Collins)	Teresa Summers CPS	2 nd Monday
Pikes Peak (Colorado Springs)	Kim Cooper	2 nd Tuesday
Union Colony (Greeley)	Elaine Furister CPS/CAP	2 nd Wednesday
Wyoming		
Big Horn Basin (Cody/Powell)	Robin Davis	2 nd Monday
Old West (Cheyenne)	Debbie Jourgensen CPS/CAP	4 th Thursday
Western Horizon (Rock Springs)	Laurie Hood CPS	4 th Tuesday
Montana		
Rim Rock (Billings)	Karen Sable CPS	3 rd Wednesday
Other		
CWM Division	Nicole Geiger	June 2004
IAAP Headquarters	Shelia Brownfield	July 2004

2004 Important Dates to Remember:

May

7-8 – CPS/CAP examination

June

4-5 – CWM Division Meeting, Greeley Colorado
Hosted by Union Colony Chapter

6-9 – Certification Seminar in Tucson, AZ.

August

1-4 – International Convention and Education
Forum, Washington D.C.

15 – Deadline for mailing CPS/CAP examination
application for November exam.

2003-2004 International Officers

President:

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sbrownfi@aol.com

President-Elect:

Jo A. Peay
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Vice-President:

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Secretary:

Marcia O'Hearn CPS/CAP
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Treasurer:

Sandra P. Chandler CPS
spchandler@cfl.rr.com

NW District Director

Judy McCoy CPS/CAP
judymccoy@mail.com

The Scoreboard - IAAP

Month: 6/30/03 - 04/30/2004

Division Number: 321000

Division Name: CO-WY-MT Division

Total Chapters: 13

		04/30/2004					Summary of Member Trans					6/30/03				
Chap Num	Chap Name	Tot	Pro	Asc	Mer	Std	New	Rein	Tran In	Tran Out	Dlt	Tot	Pro	Asc	Mer	Std
Division Totals		329	295	4	28	2	43	6	23	7	63	327	287	5	30	5
000001	.Member At Large	15	13	0	2	0	0	0	4	2	6	19	16	0	2	1
332115	Big Horn Basin	3	3	0	0	0	0	0	0	0	3	6	6	0	0	0
321100	Union Colony	24	22	0	1	1	4	0	1	0	3	22	21	0	0	1
332125	Western Horizons	12	12	0	0	0	3	1	0	0	4	12	12	0	0	0
325110	Rim Rock	27	23	0	4	0	3	0	2	0	5	27	22	0	5	0
321160	Mountain View	15	15	0	0	0	1	0	3	0	5	16	15	1	0	0
332110	Old West	11	11	0	0	0	3	0	0	0	0	8	8	0	0	0
321130	Pikes Peak	58	55	1	2	0	9	0	4	0	10	55	52	1	2	0
321200	Kachina	8	7	0	1	0	1	0	0	0	2	9	8	0	1	0
321155	Mile High	11	11	0	0	0	0	0	0	0	3	14	14	0	0	0
332120	Energy Capital	0	0	0	0	0	0	0	0	4	1	5	5	0	0	0
321170	Bookcliff	22	17	0	5	0	4	2	0	0	3	19	13	0	5	1
321110	Boulder	38	33	1	4	0	8	0	3	0	4	31	26	1	4	0
321140	Denver	70	59	2	8	1	7	3	5	0	10	65	51	2	10	2
321150	Denver Downtown	15	14	0	1	0	0	0	1	1	4	19	18	0	1	0

Northwest District

Judy McCoy CPS/CAP

Iowa-Nebraska Division	Kay L. Gale CPS	431	449	18	22	4.18%	1	8
CO-WY-MT Division	Nicole Geiger	327	329	2	16	0.61%	2	13
MN-ND-SD Division	Mary Giesen CPS	627	603	-24	31	-3.83%	3	20
Washington-Alaska Div	Romona Morris CPS/CAP	640	615	-25	32	-3.91%	4	21
Idaho-Oregon-Utah Division	Sherry E Gallup CPS	328	305	-23	16	-7.01%	5	28
NW Mbr At-Large		495	592	97	25	19.60%		
Northwest District Totals		2848	2893	45	142	1.58%		3