



International Association of  
Administrative Professionals®  
Pikes Peak Chapter

# Pikes Peak Chapter Cog Road April 2009

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## 2008-2009 Pikes Peak Chapter Officers

### PRESIDENT

**Mary Dyster CPS/CAP**

C: 659-6302 H: 481-1955  
[mbdyster@aol.com](mailto:mbdyster@aol.com)

### PRESIDENT-ELECT

**Carol Hardin CPS**

W: 637-6562 H: 594-5366  
[carol.hardin@afscn.com](mailto:carol.hardin@afscn.com)

### VICE PRESIDENT

**Beth Laliberte**

W: 365-5942 H: 382-8818  
[bethlaliberte@msn.com](mailto:bethlaliberte@msn.com)

### TREASURER

**Gloria Viebrock**

W: 382-1335 H: 382-5588  
[gviebrock@ffc8.org](mailto:gviebrock@ffc8.org)

### RECORDING SECRETARY

**Kerstin Fracassini-Rieff**

W: 228-6800 H: 572-9528  
[kerstin.fracassini@usav.org](mailto:kerstin.fracassini@usav.org)

### CHAPTER LIAISON

**Pat Andries CPS**

W: 637-5531  
[patricia.andries@afscn.com](mailto:patricia.andries@afscn.com)

### PARLIAMENTARIAN

**Christine Swanson CPS**

W: 776-5114 H: 637-3080  
[christineswanson@centura.org](mailto:christineswanson@centura.org)

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## Meeting Notice

**DATE** Tuesday, April 14, 2009

**PROGRAM** Grace Under Pressure: Techniques For Maintaining Your Cool When Things Get Really Hot. Presented by Angie Guerrero CPS.

*\*\*Recertification Points Pending & CEUs Approved\*\**



Designed especially for busy people who have high expectations for themselves and the various roles they play – at work, home, and in the community. Time permitting Angie will present a quick overview of the highlights from her attendance at the March

IAAP Professional Education Conference in Nashville TN.

**TIME** 5:30 p.m. Social Time  
5:45 p.m. Educational Program & Dinner  
7:15 p.m. Chapter Meeting

**PLACE** EVEREST COLLEGE, 1815 Jet Wing Drive  
Colorado Springs, Colorado

**DIRECTIONS:** Everest College is located on Jet Wing Drive at Fountain Blvd to the west of Powers Blvd. Everest is located just behind the Northrop Grumman building. Please use the college main entrance on the north side of the college building.

**MENU** Parmesan Stuffed Chicken Breast, Tomato and Olive Penne, Cucumber Salad, French Bread, Berries & Cream.

**COST** \$13.00 per person. Members may RSVP for meeting only (no meal).

**RSVP Deadline** is 5:00 p.m. Thursday, April 9, 2009. Please RSVP to Chapter Liaison Pat Andries CPS at [patricia.andries@afscn.com](mailto:patricia.andries@afscn.com) or to 637-5531.

**Hostesses:** Elaine Verosko CPS and Lynn Dibben.  
**Greeters:** Pat Andries CPS and Karen Kitzky.



## President's Message



Greetings Chapter Members,

The 2009 Pikes Peak Chapter Administrative Professionals Week (APW) events are just around the corner. If you have not yet made your reservations, please take the time to do so as soon as possible. The registration form can be found on page 5.

This year's APW events include:

- ❖ 3rd Annual Certification Breakfast on April 18th with Guest Speaker Angie Guerrero CPS at 9:00 a.m. at the Embassy Suites.
- ❖ On April 22nd from 9:00 to 10:30 a.m., the 2nd Annual Recertification/Continuing Education Unit (CEUs) Professional Development Seminar with Sarah Michel CSP presenting Connecting the Dots...Business Networking Made Easy.
- ❖ Our annual APW Luncheon will follow the seminar at 11:30. Keynote Speaker Nancy Noonan, M.A. will empower attendees with her presentation Are Your Roots Showing? which will be followed by presentation of the 2009 Pikes Peak Chapter Awards.

I encourage you to take part in the APW events. These events are planned to honor you and recognize your contributions to your employer. I know things are difficult with the economy these days; however, that is all the more reason we need to do everything we can to keep our skills sharp and take advantage of every opportunity. I genuinely hope that you choose to take part in the 2009 Pikes Peak Chapter's APW events. They promise to be educational and provide an excellent networking opportunity.

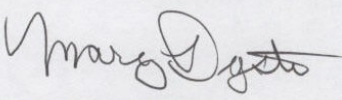
My sincere thanks to all the members of the APW Committee! APW Chair Beth Laliberte and I sincerely appreciate your hard work and commitment to make 2009 APW events the best ever.

The Pike Peak Chapter is now a Chapter of Excellence! As I announced at the March meeting, our chapter met the needed criteria to achieve a Chapter of Excellence as part of IAAP Headquarters Pathway to Excellence recognition program.

We currently have six chapter members who have achieved their Member of Excellence. They are Carol Hardin CPS, Jennifer Koscheski CPS, Aubree Lujan CPS/CAP, Paula O'Keefe CPS/CAP, Bobbie Pratts CPS and myself. The Chapter has created wonderful pins to recognize our Members of Excellence. See the article on page 6 of the Cog Road. More detailed information can be found at <http://www.iaap-hq.org/pathwaystoexcellence/member.html>.

The 2009-2010 Chapter Board of Directors election will take place at our May meeting. For me, serving on the chapter's Board of Directors has been a distinct pleasure and truly a privilege and an honor that I will value the rest of my life. It is a wonderful opportunity to give back to the chapter while gaining experience and improving your skills in a no threat environment. It takes some time and effort but the rewards far exceed the time and effort you put in to it. I encourage you to consider serving on a Board position. You will grow and improve through the experience of serving. Pikes Peak Chapter needs your support and commitment. I hope that you will grasp the opportunity to serve and give back to our IAAP community.

Thank you for your participation and your continued support of our chapter! I sincerely appreciate all that you do.



Mary Dyster CPS/CAP  
Chapter President

## 2008-2009 International Board of Directors



*FROM LEFT TO RIGHT (SEATED):* Secretary: Janine J. Riemersma CPS/CAP, Vice President: Mary A. Ramsay-Drow CPS/CAP, President: Barb Horton CAP, President-Elect: Susan K. Shamali CPS/CAP, Treasurer: Karlana Rannals CPS/CAP. *BACK ROW, LEFT TO RIGHT (STANDING):* Northwest District Director: Valerie S. King CPS/CAP, Affiliate Representative: Jennifer Sandra Hinkson CMP, Southeast Dist Director: Tamra L. Goodall CPS/CAP, Great Lakes Dist Director: Sam Gill CPS, Canada Dist Director: Katherine Ann Fogal CPS/CAP, Southwest Dist Director: Antoinette Smith CPS/CAP, Northeast Dist Director: Judith A. Yannarelli CPS/CAP.

## 2008-2009 Colorado/ Wyoming/ Montana (CWM) Board of Directors

*FROM LEFT TO RIGHT:*

Eileen Verosko CPS Treasurer	Pikes Peak Chapter Colorado Springs, CO
Tish Neff Secretary	Book Cliff Chapter Grand Junction, CO
Aubree Lujan CAP Vice President	Pikes Peak Chapter Colorado Springs, CO
Margaret Hartl President-Elect	Rim Rock Chapter Billings, MT
Kyle Sheldon-Chandler VA President	Book Cliff Chapter Grand Junction, CO



## IAAP New Mission Statement and Core Values

**IAAP Mission Statement:** Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

What are IAAP's core values?

**INTEGRITY:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**RESPECT:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**ADAPTABILITY:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**COMMUNICATION:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**COMMITMENT:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

## Save the Date: June 5-6, 2009, Colorado Springs, Colorado Colorado - Wyoming - Montana (CWM) Division Annual Meeting hosted by Pikes Peak Chapter

### Cookie Lee Jewelry Fundraiser to Benefit CWM Division Meeting

CWM Division will hold a Cookie Lee Jewelry on-line fundraiser for the CWM Meeting on June 5-6, 2009. This is an easy way for members to participate and support the CWM annual meeting, which Pikes Peak Chapter is hosting!

The online catalog can be accessed via [www.cookielee.biz/kimberlymullin](http://www.cookielee.biz/kimberlymullin). When placing your order, please state that your order is for IAAP and you are with the Pikes Peak Chapter. Orders will be subject to 7.4% sales tax, as well as \$2.50 shipping charge.

Members can also contact consultant Kim Mullin by email [kims\\_jewelrybox@yahoo.com](mailto:kims_jewelrybox@yahoo.com) or by phone 719/260-5520-Home to place orders.

Best of all, the chapter that purchases the most jewelry by the end of April will receive the Crystal Reflections Necklace/Earring Set located on page 16 of the catalog. Happy Shopping!



Eileen Verosko CPS  
CWM Treasurer/Ways & Means

## Poem to an Administrative Professional by Todd Hunt

She's first one in and last to leave,  
her mark is everywhere.  
But like a watchful angel,  
we seldom know she's there.

She guards the gate, protects the boss,  
efficient through and through.  
Those binders for this afternoon?  
All set in Board Room 2.

Mind reading is among her skills,  
and putting fires out.  
She juggles tasks and jumps through hoops,  
yet never one to pout.

Three hands, you see, she does possess,  
and intellect well bred.

Plus humor, tact, diplomacy  
and eyes behind her head.

Computer tech and referee,  
yes, party planner too.  
Committee head, Excel sheet queen—  
there's nothing she can't do.

We've use the female pronoun, true,  
throughout this love decree.  
But sometimes (though it's still quite rare),  
that admin pro's a he!

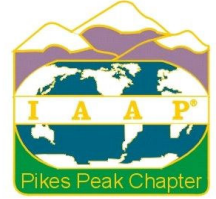
Business humorist Todd Hunt speaks for admins and other organizations that want to add fun to their meetings and send members back to work smiling, with tips to improve communication and success. His world's shortest e-mail newsletter (30 seconds, twice a month) is available free at [www.ToddHuntSpeaker.com](http://www.ToddHuntSpeaker.com)

## Chapter Meeting Minutes

A draft copy of the minutes from last month is posted on the chapter website at [www.iaap-pikespeak.org](http://www.iaap-pikespeak.org).



**Pikes Peak Chapter IAAP**  
 Invites you to join us in honoring  
**Administrative Support Professionals**



**2009 Administrative Professionals Day®**  
**Seminar and Luncheon**  
**Wednesday, April 22, 2009**  
**DoubleTree Hotel Colorado Springs World Arena**  
**1775 E. Cheyenne Mountain Blvd.**

**Recertification / Continuing Education Units (CEUs) Seminar**  
**Co-Sponsored by: Northrop Grumman**  
**Registration starts at 8:30 a.m.**  
**Seminar 9:00 – 10:30 a.m. / \$30 per person**



**“Connect the Dots...Business Networking Made Easy”**

If you've been a victim of a network drive-by and wish there was a more authentic way to network, this presentation is for you! In this practical, fun and motivational program, learn how to intentionally connect the dots for yourself and others to improve your Access and Influence with your network. With our current economic situation your Networth™ with your network is your most important asset as an administrative professional. Learn how to increase your A & I Factor™ to help you grow your career and communicate your value to your employer.

~ Sarah Michel, CSP

**Administrative Professionals Day Luncheon**  
**Co-Sponsored by: OfficeTeam®**  
**Registration starts at 11:00 a.m.**  
**Luncheon 11:30 a.m. – 1:00 p.m. / \$30 per person**

**Keynote Speaker**



**“Are Your Roots Showing?”**

Keynote is all about empowering people to be their best. It is funny, yet filled with pithy, poignant stories and implemental ideas! “This lively, interactive keynote creatively uses a gardening theme. It is built on the premise that in order to be our best and do our best, we must stand firmly rooted, like a beautiful flower, in our own authenticity, our own voice and our own truth. With her playful nature and innate Irish humor and storytelling abilities, Nancy shows people how to be their most empowered, most beautiful, most radiant selves!”

~ Nancy Noonan, M.A.

**Join us for our Annual Program Honoring:**  
**Executive of the Year • Administrative Professional of the Year**  
**Member of the Year • Pikes Peak Chapter Scholarship Award Recipient**  
**With Special Guest Emcee: Jon Karroll, KRDO Evening News Anchor**



**Menu: Chicken Picatta Milanese • Cape Cod Salad • Confetti Rice • Snow Peas • Strawberry Short Cake • Coffee or Tea • Vegetarian Entrée, Vegetarian Lasagna is Available Upon Request**

(Cut along dotted line and return bottom portion to the address listed below)

**April 22, 2009 Administrative Professionals Day Seminar / Luncheon Reservation**  
**Each person attending must complete a reservation form. Please make extra copies of this form as needed. Sorry credit cards cannot be accepted. Deadline for Reservations is Monday April 13, 2009. \*\*\*No refunds after April 13, 2009\*\*\***

**MENU SELECTION (Please Check One Entrée Choice)  Chicken or  Vegetarian**

Enclosed is a check for  \$30 for Luncheon Only  \$30 Seminar Only  \$45 for Luncheon & Seminar

Attendee \_\_\_\_\_  
 Company \_\_\_\_\_  
 Full Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_

Make check payable to Pikes Peak Chapter, IAAP and mail with reservation form to: Aubree Lujan CPS/CAP at P.O. Box 1391, Colorado Springs CO 80901. Phone (719) 492-085

## IAAP Pathways to Excellence Recognition Program

The IAAP Pathways to Excellence Recognition Program is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence and a Division of Excellence.

Our chapter is most fortunate to have no less than six members participate in the **Member of Excellence** program. Congratulations to **Aubree Lujan CPS/ CAP**, **Bobbie Pratt CPS**, **Carol Hardin CPS**, **Jennifer Koscheski CPS**, **Mary Dyster CPS/ CAP** and **Paula O'Keefe CPS/ CAP** on attaining their Member of Excellence rating for the 2008-2009 IAAP year. They are to be commended on their initiative to achieve excellence and to continue to grow as a professional.

In addition to receiving the IAAP Headquarters Member of Excellence Certificate, each of them were or will be honored with the chapter's Member of Excellence Pin.

The dates for the Colorado-Wyoming-Montana (CWM) Pathways to Excellence Achievement Incentive Drawing of \$100 for chapters and \$50 for members achieving a Chapter or Member of Excellence has changed.

Members/chapters completing the criteria and submitting to IAAP Headquarters by April 30, will have two tickets placed in the CWM Achievement Incentive Drawing.

Members/chapters completing the criteria and submitting to IAAP Headquarters by May 31, 2009 will have one ticket placed in the drawing.

Members completing their Member of Excellence criteria should notify Chapter President Mary Dyster CPS/CAP upon submission to IAAP Headquarters in order to be presented with the chapter's Member of Excellence Pin and to be entered into the CWM drawing

A Member of Excellence requires attaining a minimum of 8 of 11 stated criteria which are submitted through an online process. We highly encourage our members to achieve this Member of Excellence distinction. Go to <http://www.iaap-hq.org/pathwaystoexcellence/member.html> for a sample website submission form for members.

News flash! Pikes Peak Chapter has attained a **Chapter of Excellence** rating and will have two tickets placed in the CWM Achievement Incentive Drawing. Members can be proud of this distinction!

## Certified Professional Secretary (CPS®) & Certified Administrative Professional (CAP®) Certification

Six chapter members have committed to sit for the Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) certification examinations scheduled for May 1-2, 2009. Micki Vogt (Honeywell) will sit for the CPS examination. Taking the plunge and sitting for the CAP examination are Carol Hardin CPS (Honeywell), Bobbie Pratt CPS (Raytheon), Pat Andries CPS (L-3 Communications) Sheila McClellan CPS (Oracle USA) and Christine Schemmel CPS (USA Swimming).

We are so proud of them for their commitment to continued professionalism and stepping outside of their comfort zone. As they reach for the stars, the chapter will be behind them all the way!

More than 66,000 administrative professionals have achieved the CPS rating since 1951, with nearly 28,000 holding an active CPS rating. Over 5,000 individuals have achieved the CAP rating since its first administration in May 2001.

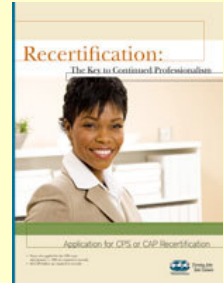
## Recertification: The Key to Continued Professionalism

Members who are recertifying should note there have been several changes to the recertification program.

Changes in recertification categories:

1. Education – up to 90 hours; a minimum of 30 hours is required
2. Experience – a maximum of 30 points
3. Leadership – a maximum of 30 points
4. Elective – a maximum of 30 points

Changes in accepting recertification packets: Effective January 1, 2009, those CPS and CAP holders who do not recertify by their time limit may have a 120-day grace period to submit their complete recertification paperwork. Those individuals will pay the initial \$75 recertification fee plus a \$100 late fee. All recertification points need to be earned within the original five year time limit, and if approved, recertification will be back-dated to that time. This new process is not retroactive.



## March Program: Speak Strong, Smart & Sweet

If you attended the March meeting, these words will resonate with you: **Say what you mean, mean what you say without being mean about it.**

Certified Professional Speaker Meryl Runion emphasized three sources of communication power - strength, smarts and sweetness. Take advantage of full-brain communication by utilizing the three areas of your brain: thinking (objective), feeling (connection) and acting (results, goals).

Effective administrative professionals claim authority when they speak with their bosses' voice. These admins are able to take charge without taking over. Runion recommends establishing a clear working relationship with your manager through weekly meetings. Another ideal communication tool is crafting power phrases that are *Short, Specific, Targeted, Say what you mean, Mean what you say, and Not mean when you say it!* Lastly, be proactive, take the initiative. Remember you are not an order taker.

## Chapter 2009-2010 Elections

Members, it's that time of year again! The 2009-2010 Board of Director" elections will take place at the May chapter meeting. Carol Hardin CPS as President Elect will move up to serve as President for 2009-2010. The following positions are currently open: President-Elect, Vice President, Recording Secretary, Chapter Liaison and Treasurer. This is your chapter, please consider running for a Board position.

Below are chapter biographies for President and Treasurer:

<b>Position:</b>	President
<b>Name of Member:</b>	Carol L Hardin CPS
<b>Membership Date:</b>	November 1, 2004
<b>Employer:</b>	Honeywell Technology Solutions Inc
<b>Title:</b>	Executive Assistant to Director
<b>Past Work Experience:</b>	I have worked for Honeywell as the Executive Assistant to the Program Director. I have also worked as an Executive Assistant to the Vice President of Sales and Marketing at Wigand Corporation. Along with 20 plus years experience as an Office Manager for a Time-Share Resort.
<b>Past Chapter Participation:</b>	May 2009, will sit for CAP Exam, April 2009 APW Door Prize Chair, April 2009 APOTY Committee. 2008-2009 President-Elect, April 2008 APW Invitation Chair,  Nov 2007 Passed CPS Exam, April 2006 APW Registration Chair, 2005-2006 Recording Secretary, April 2005 EOTY Committee.
<b>Hobbies/Interests:</b>	Sewing/quilting, crafts, reading, camping, and most of all spending time with family.

**What does being a member of Pikes Peak Chapter IAAP mean to you?** I am very proud to be a member of this chapter and truly believe in the organization. The friendships, networking, learning, and encouragements I have received from the Pikes Peak Chapter. This organization is great!

<b>Position:</b>	Treasurer
<b>Name of Member:</b>	Gloria Viebrock
<b>Membership Date:</b>	March 2007
<b>Employer:</b>	Fountain Fort Carson School District #8
<b>Title:</b>	Scheduler/Dispatcher
<b>Past Work Experience:</b>	<ul style="list-style-type: none"> <li>o Hotel Office Manager, Digital Equipment Corporation PBX Operator-Receptionist, Reilly Buick Bookkeeper</li> </ul>
<b>Past Chapter Participation:</b>	<ul style="list-style-type: none"> <li>o 2007-2008 Ways &amp; Means Chairperson, 2008 APW Committee Member</li> </ul>
<b>Hobbies/Interests:</b>	Time with my daughters and granddaughters is the MOST precious hobby or interest I could possibly have...I adore them!!

**What does being a member of Pikes Peak Chapter IAAP mean to you?** Dedication to a group of people who are the very best in the profession! The chance for advancement in a personal, as well as professional, way is great due to the opportunity we have to receive certification and training in so many different areas. Our responsibility is to take advantage of the opportunities before us. The organization is only as good as we personally make it!!

## Members' Corner

### April Anniversaries

Mary Adams	34
Liana LaCroix	9
Kim Peters	8
Brenda Schulz	8
Christine Swanson CPS	8
Lorna Cwiak	8
Margaret Brubaker	8
Kerstin Fracassini-Rieff	6
Jamie Krall	4
Brian Stewart	3
Angie Pallotto	3
Gloria Viebrock	2
Connie Robertson	2
Tammy Beck CPS	2
Louise Garcia	1
Angie Leath	1
Kimberlee Morris	1
Lori Mohr	1

## Happy Birthday



Louise Garcia	April 2
Kelsey Donahue	April 8
Kim Peters	April 17
Julie Linley CPS	April 19

## Welcome New Member

Please join us in welcoming **Michelle Otterbein** and **Sara Brame** as the newest members of the Pikes Peak Chapter. Michelle is employed as an Administrative Coordinator at Honeywell Technology Solutions and was recruited by Carol Hardin CPS. Sara is student at Everest College and was recruited by Mary Dyster CPS/CAP. We look forward to installing Michelle and Sara at a future chapter meeting.

A warm welcome to Michelle and Sara! Kudos to Carol on earning her third 2008-2009 International President's pin! Thus far, Carol has recruited a total of 12 members since 2005. Way to go, Carol!!!

## Community Service Report

We have been having a great time shopping for Secret Givers as well as putting together Birthday Gift Bags for children in need. A group of us assisted Secret Givers on the 21<sup>st</sup> of February and helped put together over 130 bags. A special thanks to Karen Kitzky and Lily Wright for giving of their time to help. This organization is really a wonderful gift to our community. The group of ladies that get together regularly to put these bags together really are a selfless bunch. We are truly blessed to be a part of this organization this year. This past Saturday, March 21<sup>st</sup> was a little less busy. With Spring Break there were not as many of us participating but we still put together about 50 bags. I'd like to thank everyone who donated toys, books, games, puzzles, teddy bears, bubbles, play doh, cars, balls, dolls and of course all of the yummy cake mixes and frosting!!

Now it is on to spring with our "Springs in Bloom" Project. We have again adopted the flower bed at the West entrance to Memorial Park. I received the artistic layout of our flower bed this past week. It looks fun and is a different set up all together. The City is very inventive with their designs.

At the next chapter meeting I will be ready to make a short presentation to ask for volunteers to attend a short training session. There are two options, Wednesday April 29<sup>th</sup> at 6:00pm or Saturday, May 2<sup>nd</sup> at 9:00am.

We will need to determine a plant pick up date as well as a planting date. We want to be sure that the freezes are done for the season but I do not think that will be a problem. Of course as I write this they are forecasting 3 to 5 inches of snow. Looking ahead and for planning purposes, we will most likely plant during the very end of May.

So please be thinking of your schedules in late May as well as your availability this summer. We will need a lot of volunteers to keep our flower bed beautiful and clear of weeds.

Rhonda Lavoie, Community Service Chair



### April Observances

April 8	Passover begins at sundown
April 10	Good Friday
April 12	Easter Sunday
April 15	Income Taxes Due
April 20	Patriots Day
April 22	Earth Day
April 22	Administrative Professionals Day
April 24	Arbor Day

## 2008-2009 Pikes Peak Chapter Events Calendar

\*Indicates Educational Programs

September 9, 2008 Chapter Meeting, 5:00 p.m. Chapter meetings are held the second Tuesday of each month at Everest College, * Recertification Points Program: "Are You Smarter Than An IAAP Member?" & Pathways to Excellence Program
September 30, 2008 *Recertification and CEU Program, 6:00 p.m., Memorial Hospital Board Room, Tao of Everest: Gentle Art of Personal Inspiration and Practical Leadership, Ian Woodall, Mountaineer/Speaker
October 14, 2008 Chapter Meeting, 5:00 p.m., Everest College. * Recertification Points and CEUs Program: Toastmasters International Leadership Presentation: Working in the Team Environment, presented by Chris Swanson, Memorial Health System Web Communications & Marketing Strategist
November 11, 2008 Chapter Meeting, 5:00 p.m., Everest College, * Recertification Points and CEUs Program, Success By Design: Your Professionals Skills Portfolio, presented by Vice President Beth Laliberte
November 15, 2008 Enhance Your Career Event, 9:00 a.m., Lockheed Martin, 985 Space Center Drive, Potential Member, New Member Orientation and Certification Presentations
December 9, 2008 Chapter Meeting, 5:30 p.m., Honeywell SCNC, Holiday Social, Gift Exchange, Silent Auction, Dessert Contest and RTF Dessert Auction
January 13, 2009 Chapter Meeting, 5:30 p.m., Everest College, * Recertification Points Program, Life Lesson, presented by Mellissa Rae Bowers, President-Elect, Denver Chapter, & Past Presidents' Recognition
February 10, 2009 Chapter Meeting 5:30 p.m., Everest College, * Recertification Points & CEUs Program: Goal Setting
February 21, 2009 *Recertification and CEUs Program, 9:00 a.m. to 12:30 p.m. * Recertification Points and CEUs Program: Knowing What is Important and Taking Action presented by Terri Novell. Printers Parkway Medical Plaza, 175 S Union Blvd.
March 10, 2009 Chapter Meeting, 5:15 p.m., Everest College, *Recertification Points and CEU Program: Speak Strong, Smart, and Sweet: How to Use the Three Sources of Power to Master Tough Conversations With and for Your Boss," Meryl Runion CSP.
<b>April 2, 2009 Enhance Your Career Event, 5:30 – 7:00 p.m., Printers Parkway Medical Plaza, 175 S Union Blvd., 1st Floor Executive Conference Room</b>
<b>April 14, 2009 Chapter Meeting, 5:30 p.m., Everest College, * Recertification Points and CEU Program: Grace Under Pressure with Angie Guerrero CPS</b>
<b>April 18, 2009 Pikes Peak Administrative Professionals Week (APW) Certification Breakfast, 9:00 to 10:30 a.m., presenter Angie Guerrero CPS, Embassy Suites</b>
<b>April 21, 2009 IAAP Annual Briefing for Administrative Professional, 10:00 a.m. to 1:00 p.m., Centennial, CO</b>
<b>April 22, 2009 Pikes Peak APW Education Seminar, 9:00-10:30 a.m., followed by APW Luncheon at 11:30 a.m., Doubletree Hotel Colorado Springs World Arena</b>
<b>April 24, 2009 APW Volunteer Thank You Reception, 5:30 p.m., Embassy Suites.</b>
<b>May 1-2, 2009 CPS/ CAP Certification Exams</b>
<b>May 12, 2009 Chapter Meeting, 5:30 p.m., Everest College, Election of 2009-2010 Chapter Board of Directors</b>
<b>June 5-6, 2009 Colorado-Wyoming-Montana Annual Division Meeting, Embassy Suites Hotel, Hosted by the Pikes Peak Chapter</b>
<b>June 9, 2009 Chapter Meeting, 5:30 p.m., Everest College, Installation of 2009-2010 Chapter Board of Directors</b>
<b>July 2009 Summer Social (Date/Time/Location To Be Determined)</b>