



International Association of
Administrative Professionals®
Pikes Peak Chapter

Pikes Peak Chapter Cog Road June 2009

Vol 60 Issue 21 • www.iaap-pikespeak.org



2008-2009 Pikes Peak Chapter Officers

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Meeting Notice

DATE Tuesday, June 9, 2009

PROGRAM No educational program. The 2009-2010 Chapter Board of Directors will be installed.

TIME 5:30 p.m. Social Time
5:45 p.m. Dinner & 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 College is located just behind the Northrop Grumman building. Please use the college main entrance on the north side of the college building.

MENU Pot roast, stuffed baked potatoes, candied carrots, tossed salad, dinner rolls and fruit upside down cake.

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

RSVP Deadline is 5:00 p.m. Thursday, June 4, 2009. Please RSVP to Chapter Liaison Pat Andries CPS at pngandries@aol.com or to 637-5531.

Hostesses: [Carol Hardin CPS](#), [Micki Vogt](#)

Greeter: [Paula O'Keefe CPS/CAP](#)



***Pikes Peak Chapter has achieved
the Chapter of Excellence rating
for the 2008-2009 IAAP Year!***



President's Message



Greetings Chapter Members,

As we near the end of the 2008-2009 chapter year, I cannot help but look back at this past year and note our many accomplishments.

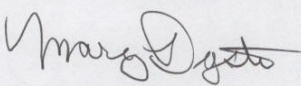
- ❖ **Pathways to Excellence Recognition Program:** Pikes Peak achieved a Chapter of Excellence rating by meeting 15 of the 19 criteria, one more criteria than required. During the year 75% (9) of the meeting programs offered Recertification with just over 58% (7) offered Continuing Education Units (CEUs). We fulfilled the **IAAP mission of enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.** At the time of this writing, eight members have achieved their Member of Excellence.
- ❖ **Retirement Trust Fund:** The Pikes Peak Chapter submitted its 2008-2009 RTF Foundation donation in the amount of \$186.00 on February 1, 2009.
- ❖ **Administrative Professionals Week:** Our chapter hosted the 3rd annual Certification Breakfast with 16 members attending. Eleven members participated in the IAAP's 2009 Annual Briefing for Administrative Professionals held in Denver. Our Administrative Professionals Day (APD) events were a success with 90 attendees at the Professional Education Seminar and 167 attendees at the APD Luncheon.
- ❖ **Community Service:** The chapter conducted two community service projects this year. The Springs In Bloom project where members planted and maintained the flowerbed in Memorial Park. We also participated in a Secret Givers project for needy families that put together gift bags with all the makings for a child's birthday.
- ❖ **Recruitment:** Twenty-four new members were recruited during this chapter year, including two new Associate Members and six Student Members.

Our chapter's accomplishments this year are a direct result of the efforts and hard work of our committee chairpersons and the members serving on those committees. Your contributions have made the 2008-2009 Pikes Peak Chapter year a success. Through these programs and others, Pikes Peak members have exemplified **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.

It is true that the more you get involved in the chapter, the more you will get out of your membership. We will be asking members to sign-up for committees at our June meeting. I hope you will grasp the opportunity to serve and give back to our IAAP community by serving as a committee chairperson or as a committee member during the coming year. I promise you that you will get back far more than you give.

At our June meeting, the Colorado-Wyoming-Montana Division President Kyle Sheldon-Chandler VA will conduct the installation of the 2009-2010 Pikes Peak Chapter Board of Directors.

Each of you is a unique and valuable asset to the Pikes Peak Chapter. Thank you for allowing me the honor and privilege of serving as your Chapter President during the past two years. Through this tremendous opportunity I've learned a great deal and have sincerely enjoyed being of service to our Chapter and its members!



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



Pikes Peak Chapter 2009-2010 Board of Directors

The takes great pleasure in announcing the 2009-2010 Pikes Peak Board of Directors:

President	Carol Hardin CPS
President-Elect	Gloria Viebrock
Vice President	Rebecca Schmalle CPS/ CAP
Treasurer	Paula O'Keefe CPS/ CAP
Recording Secretary	Kerstin Fracassini-Rieff
Chapter Liaison	Christine Schemmel CPS

We are honored to have Colorado-Wyoming-Montana Division President Kyle Sheldon-Chandler VA conduct the installation of the 2009-2010 Pikes Peak Chapter Board of Directors at the June 9th chapter meeting.

We take this opportunity to thank outgoing 2008-2009 Board of Directors for their hard work, dedication and commitment: Mary Dyster CPS/CAP, President; Carol Hardin CPS, President-Elect; Beth Laliberte, Vice President; Gloria Viebrock, Treasurer; Pat Andries CPS, Chapter Liaison and Christine Swanson CPS, Parliamentarian.

June 5-6, 2009 Colorado – Wyoming – Montana (CWM) Division Annual Meeting hosted by Pikes Peak Chapter, Colorado Springs, Colorado

The Pikes Peak Chapter is proud to host the 2009 Colorado-Wyoming-Montana (CWM) Division Meeting on June 5-6, 2009, at the Embassy Suites in Colorado Springs.

What a wonderful opportunity to get involved, to learn more about IAAP and meet members from the states of Colorado, Wyoming and Montana! Members can download a registration form at www.iaap-pikespeak.org.

Pikes Peak Chapter invites the participation of all our members to make this a successful and memorable CWM Division Meeting. As the sponsoring chapter, we will keep 50% of any profits from the 2009 CWM Division Meeting.

You may register to attend the entire two-day event or you can register for the Friday Seminars only. We have great speakers lined up and recertification points and/or CEUs are pending.

The opportunity to attend an Annual Division Meeting in our own backyard is truly awesome! You can learn so much more about IAAP on a higher level by attending a meeting like this one to observe and learn from our division leadership. New members are especially encouraged to attend!

Obviously your attendance and your support by serving on any of the CWM committees are also critical.

Contact Chair Angie Guerrero, CPS at (719) 554-7801 or angie.guerrero@peterson.af.mil for information on how you can help.

Visit the upgraded IAAP Website to see the improvements in the IAAP Web Community. If you are having trouble locating information, a new Web Community User Guide is located at <http://www.iaap-hq.org/Mpdocs/webcommunityuserguide.pdf>. You will need to log in.

Did you know? Colorado-Wyoming-Montana (CWM) Division and Chapter newsletters can be accessed at <http://www.iaap-co-wy-mt.org/Default.aspx?pid=4188&u=TtoUEJtv/vQ=>.

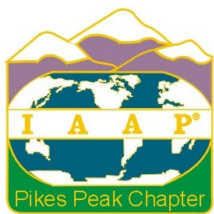
Chapter Meeting Minutes from last month is posted on our website at www.iaap-pikespeak.org.

Is your information correct?

Members are responsible for ensuring that their IAAP Headquarters profile information is up-to-date. Incorrect information results in OfficePro magazines and other mailed IAAP information not being received. Profiles can be verified on the IAAP Website after logging in at

<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Directory/Profile/Default.aspx>.

The password protected Pikes Peak Chapter Rosters are located at <http://www.iaap-pikespeak.org/Default.aspx?pid=2562> (requires login). To update your roster information please contact Roster Chair Paula O'Keefe CPS/CAP at paula1004@comcast.net.



"A Chapter of Excellence"

Pikes Peak Chapter, IAAP
Summer Social
iT'Z Colorado Springs
11:00 a.m.
Saturday, July 18, 2009



Family Food and Fun!

iT'Z is a new family dining and entertainment facility located near the corner of Powers and South Carefree. One of their specialties is offering an exciting alternative for appreciation events, customer appreciations events, corporate meetings, team building events and so much more. Some of their key items include: full pizza, pasta, salad and desert buffet, beer, wine, and frozen drinks, games and attractions for all ages.

Join us for a unique venue with friends and family! This will be a great time to get to meet members' families. This will include unlimited buffet and beverage with 45 minutes of unlimited games and rides. iT'Z is located at 3035 New Center Point, for more information on iT'Z please visit their website at www.itzusa.com.

Reservations and payment due by Tuesday, June 23, 2009 to:

Pikes Peak Chapter, IAAP

Mail registration with payment to c/o: Gloria Viebrock
7325 Legacy Point
Fountain, CO 80917

Name(s): _____

Address: _____

Phone: _____

Email: _____

_____ Children \$11.99 each

_____ Adult \$15.99 each

Questions: Contact Gloria Viebrock @ 719-382-5588 or dohertyone@msn.com
Carol L Hardin CPS @ 719-637-6572 or carol.hardin@afscn.com

Members' Corner

In addition to Pikes Peak members who will observe a milestone during June, we wish to acknowledge all our wonderful members who will celebrate a service milestone or birthday during July and August.

June Anniversaries

Julie Linley CPS	28 years
Mary Dyster CPS/ CAP	7 years
Kathleen Reynolds	2 years
Beth Laliberte	2 years
Christine Schemmel CPS	2 years
Pauline Nelson	1 year

July Anniversaries

Marilyn Sullivan CPS	7 years
Cathy Andrew	6 years
Maureen Jensen	1 year
Aaron McKinney	1 year

August Anniversaries

Angie Guerrero CPS	12 years
Jill Clark	5 years
Debra Ketner CPS/ CAP	4 years
Anya Zhuraleva	2 years
Sara Campbell	1 year
Patty Keller	1 year

Happy Birthday



Linda Iverson CPS/ CAP	June 8
Patricia Gonzalez	June 8
Amanda Hamilton CAP	June 30
Kathleen Reynolds	July 6
Mary Dyster CPS/ CAP	July 13
Ruth Odell	July 14
Micki Vogt	July 15
Brenda Schulz	July 23
Beth Laliberte	July 29
Barbara Hermansen	August 6
Aubree Lujan CPS/ CAP	August 6
Karen Kitzky	August 10
Angie Guerrero CPS	August 26
Barbara Singmaster CPS	August 31

New Members:

Welcome to new member **Mary Bartelson**, from the El Paso County Clerk & Recorder's office, and **Rebecca Smith**, of MHW Americas Inc., both of whom joined online. Welcome back to former member and now Student Member **Linda Street CPS**. *Pikes Peak will install Mary and Linda at a future chapter meeting.*

Newest Members of Excellence:

Congratulations to **Christine Schemmel CPS** and **Rhonda Lavoie** for achieving a Member of Excellence. *Pikes Peak will present you with your Member of Excellence pin at the June Chapter meeting.*

Community Service Report

Springs in Bloom

I wanted to let everyone know the details of our upcoming community service project. We will need lots of volunteers to make this a success. If you are not able to help with the clean up and planting, there will be plenty of opportunity to help throughout the summer.

Here is the schedule as it stands now.

Saturday May 30th at 6:00am – Group 1 will mark the design in the bed, dead head plants and pop plants out of their containers

Saturday May 30th at 7:00am – Group 2 will join Group 1 and the planting will begin

At the June meeting the summer schedule will be available for signups. You can sign up with a partner to check on the bed, weed, dead head and just check the health and well being of our plants. Any issues should be e-mailed to me right away so that I can notify the City.

The first two weeks after planting are critical. We will need to check the flower bed every day. Below are time slots still available for volunteers to sign up to check on the bed. Remember you must always work in pairs.

Listed below are the dates and available spots for signups. If you sign up and someone has spot number one, I'll let you know who that person is so that you can contact them and set a time that works for both of you.

Mon Jun 1 – 1 spot	Mon Jun 8 – 1 spot
Tue Jun 2 – 1 spot	Tue Jun 9 – 1 spot
Wed Jun 3 – 1 spot	Wed Jun 10 – 1 spot
Thu Jun 4 – 1 spot	Thu Jun 11 – 1 spot
Fri Jun 5 – 1 spot	Fri Jun 12 – 2 spots
Sat Jun 6 – 2 spots	Sat Jun 12 – 2 spots
Sun Jun 7 – 2 spots	Sun Jun 13 – 1 spot

The check during the first two weeks takes approximately 10 minutes. We just need to be sure that the bed is being watered and that it has not been vandalized. Early on if plants die we should be able to get replacements from the City green house.

When you visit the bed, please remember the following items: trash bags, pruning shears, trowel, anything to help pull weeds, orange safety vest, close toed shoes, and sun screen. If you would like to volunteer but do not have any tools, we will keep a set at Marilyn Sullivan's office that you can arrange to pick up and return to her on your day to work. She will also have vests.

Please contact me with any questions or if you wish to volunteer. My e-mail address is rhonda.lavoie@comcast.net and my cell is 719-330-3457. Thank you.

Rhonda Lavoie, Community Service Chair



June Observances

June 8th Best Friend's Day
June 14th Flag Day
June 21st Father's Day, Summer Begins

OfficeTeam: To Negotiate or Not to Negotiate How to Get the Best Compensation Package Possible

If you're reluctant to discuss compensation with hiring managers during tough times, you could be selling yourself short. More than half (56 percent) of senior executives surveyed by our firm said they are comfortable with applicants broaching the subject in the first or second interview.

Although you and the hiring manager don't have to agree on a final figure right away, general salary requirements should be discussed early in the hiring process. This will help you avoid surprises later on. Just make sure you've adequately highlighted the value you can bring to an employer before broaching the subject.

Here are five pitfalls to watch out for when negotiating compensation:

1. **Going in unprepared.** Base your request on strong supporting evidence, which you can obtain by reviewing professional journals and industry publications, searching online salary sources, consulting publications such as OfficeTeam's annual *Salary Guide*, and talking with members of your professional network.
2. **Over- or underestimating your leverage.** Consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
3. **Being inflexible.** While there may be some aspects of an offer you'll be unwilling to negotiate, be prepared to compromise on items that are less critical.
4. **Fixating on base salary.** Look at the total compensation package, including nonmonetary, but highly desirable components such as healthcare benefits, paid time off and flexible scheduling.
5. **Failing to get it in writing.** Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

One final piece of advice: When inquiring about salary for the first time, be prepared to hear a broad range. Employers will want to get a sense of your qualifications and fit for the position before extending a more specific offer.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact Jamie Castaneda at 719.532.9500.

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: 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.
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
April 14, 2009 Chapter Meeting, 5:30 p.m., Everest College, *Recertification Points and CEU Program: Grace Under Pressure with Angie Guerrero CPS
April 18, 2009 Pikes Peak Administrative Professionals Week (APW) Certification Breakfast, 9:00 to 10:30 a.m., presenter Angie Guerrero CPS, Embassy Suites
April 21, 2009 IAAP Annual Briefing for Administrative Professional, 10:00 a.m. to 1:00 p.m., Centennial, CO
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
May 1-2, 2009 CPS/CAP Certification Exams
May 2, 2009 APW Volunteer Thank You Reception, 5:30 p.m., Embassy Suites
May 12, 2009 Chapter Meeting, 5:30 p.m., Everest College, Election of 2009-2010 Chapter Board of Directors
May 20, 2009 New Member Orientation, 5:30 – 7:00 p.m., Printers Parkway Medical Plaza, 175 S Union Blvd., 1st Floor Executive Conference Room
June 5-6, 2009 Colorado-Wyoming-Montana Annual Division Meeting, Embassy Suites Hotel, Hosted by the Pikes Peak Chapter
June 9, 2009 Chapter Meeting, 5:30 p.m., Everest College, Installation of 2009-2010 Chapter Board of Directors
July 18, 2009 Summer Social, 11:00 a.m., iT'Z Colorado Springs, 3035 New Center Point