



www.iaap-pikespeak.org

Pikes Peak Chapter Cog Road December 2009

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2009-2010 Pikes Peak Chapter Officers

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MEETING NOTICE



Tuesday, December 8, 2009

**You are invited to Pikes Peak Chapter's
annual Holiday Social with Gift Exchange.
Silent Auction & Share a Dessert.**

Come join the festivities!

Gift Exchange: Bring a wrapped Christmas gift (value \$15-\$20) and watch the fun begin.

Silent Auction: Bring your auction item and bid sheet. Shop for Christmas, get great bargains and avoid the crowds.

Share A Dessert: Members are invited to bring their favorite holiday desserts to share along with a copy of the recipe.

5:30 p.m. Social Time. / 6:00 p.m. Party Begins!

PLACE Leon Young Service Center
1521 Hancock Expressway

MENU from Alpine Chef. Hors D'oeuvres of Spinach, Feta, and Sun Dried Tomato Phyllo Cups; Cucumber Rondelle (herb cream cheese and smoked salmon); Swedish Meatballs, and Chicken Tenders with Apricot BBQ Sauce.

COST **\$7 cover charge applies to all attendees whether eating or not.**

HOSTESSES: Michelle Donovan and Sue Dougherty.

GREETERS: Kaye Jones & Rita Banister CAP.

RSVP to Chapter Liaison Christine Schemmel CPS/CAP at cschemmel@q.com or 201-3561.

RSVP: Deadline is Thursday, December 3rd. No further RSVPs can be taken after 12 Noon December 4 due to caterer deadline.



President's Message



From the Desk of Carol L Hardin CPS/CAP,

The Holidays are upon us and I hope all is well. I would like to provide you with some updates and share my vision for our chapter.

The Pikes Peak Chapter Board is starting a Leadership Mentoring Program. This is for any member who thinks might want to take part in running for a chapter board position someday. We are encouraging you to shadow one of the board positions, come to board meetings, and see how the chapter operates. If you are interested all you need to do is contact a member of the board. The board meets 5:30 p.m. on the first Tuesday of the month at Honeywell. When you shadow a board member you are not obligated to do anything other than observe - however if you would like to take on some given tasks for the position you are shadowing this would be welcome. Our board meetings are open to the membership anytime.

We are on our way to meeting our goal for Ways and Means. Bobbie Pratts CPS, Ways & Means Chair, did a great job researching different fund raising ideas which included the Entertainment Books and Candy Bar sales. At the December 8, 2009 chapter meeting we will have our Silent Auction. I would like to thank everyone for contributing to our chapter.

On November 6 & 7, three chapter members traveled to Denver to sit for their CAP & CPS exams. Bobbie Pratts CPS sat for her CAP, while Lynn Dibben and Louis Farrell sat for their CPS. The exam results will be sent out around December 23rd. We already know of several members that are studying for the May 2010 exams. The application deadline for the May exam is February 15, 2010. The chapter has purchased several of the study guides for you to check out if you don't want to purchase the study guides yourself. If you would like more information on the Certification or checking out the study guides contact our Certification Chair, Gloria Viebrock at dohertyone@msn.com or 382-5588.

Gloria Viebrock is also organizing a chapter library for your learning and reading pleasure. Please contact Gloria, if you wish to donate or lend any books on business, leadership and development.

Back in October I challenged everyone to step out of their comfort zone and write an article for the COG Road Newsletter. Maybe you have had to deal with change in your management, stress, job hunting, etc... something you could write about. We would like to hear from you as it could help some of our members. We are doing a section on "Did you know" which focuses on us getting to know more about our membership. This mini bio only needs to be around 75 to 125 words. Our deadline for any articles for the newsletter is the 25th of each month. Send your articles to me at carol.hardin@afscn.com or quiltbuilder@comcast.net.

I am really looking forward seeing you at our December 8th Holiday Social Chapter Meeting. We will be conducting our Annual Silent Auction and Christmas Gift Exchange.

Carol L. Hardin CPS/CAP
President, Pikes Peak Chapter

POWER
of
Commitment

2009-2010 International Board of Directors



Front row left to right: Treasurer Karlena Rannals CPS/CAP, Vice President Tamra Goodall CPS/CAP, President Susan Shamali CPS/CAP, President Elect Mary Ramsay-Drow CPS/CAP, Secretary Janine Riemersma CPS/CAP. *Second row left to right:* Northeast District Director Judith Yannarelli CPS/CAP, Affiliate Representative Jennifer Hinkson CMP, Northwest District Director Valerie King CPS/CAP, Great Lakes District Director Wendy Melby CPS/CAP, Southeast District Director Virginia Boyd CPS/CAP, Canada District Director Sharron Buttler CPS/CAP, Southwest District Director Antoinette Smith CPS/CAP.

2009-2010 Colorado/Wyoming/Montana (CWM) Board of Directors

President: Margaret Hartl, Rim Rock Chapter, Billings MT

President-Elect: Tish Neff, Book Cliff Chapter, Grand Junction CO

Vice President: Eileen Verosko CPS. Pikes Peak Chapter, Colorado Springs CO

Recording Secretary: Judy Smith CPS/CAP, Old West Chapter, Cheyenne WY

Treasurer: Andrea Latine CPS/CAP, Denver Chapter, Denver CO

Pikes Peak Chapter 2009-2010 Board of Directors



Front row left to right: Kerstin Fracassini-Rieff, Recording Secretary; Carol Hardin CPS/CAP, President; Pat Andries CPS/CAP, Parliamentarian.
Second row: Rebecca Schmalte CPS/CAP, Vice President; Gloria Viebrock, President-Elect; Paula O'Keefe CPS/CAP, Treasurer; Christine Schemmel CPS/CAP, Chapter Liaison.

Register early for EFAM 2010 and save 10 percent!

For the first time in recent memory, IAAP is offering a special history making deal to help you attend the **2010 International Education Forum and Annual Meeting** in Boston. We've secured a limited number of packages offering you 10% off your conference registration and 10% off your hotel stay at the Sheraton Boston when you prepay for both by Dec. 15. Restrictions do apply— please see the [hotel/registration package form](#) for complete details.

Chapter Meeting Minutes

A draft copy of the minutes is posted on the chapter website at www.iaap-pikespeak.org.

Pikes Peak Chapter Library

- 1. Leadership 101 – What Every Leader Needs to Know – John C. Maxwell.** *One of the keys to successful leadership is applying the concepts that have made other leaders strong. Here's your opportunity to do just that.*
- 2. 175 Ways to Advance Your Career – Don Kennedy.** *Short, Practical Reminders to Help Keep You on Track. The "Real World" aspects of career advancement they don't teach in any classroom*
- 3. The Tiny Warrior – A Path to Personal Discovery and Achievement - D.J. Eagle Bear Vanas.** *(Note DJ was APD Luncheon Keynote Speaker several years ago.)*
- 4. Don't Sweat the Small Stuff...and it's all small stuff – Richard Carlson, Ph.D.** *Simple ways to keep the little things from taking over your life.*
- 5. Fish! – Stephen C. Lundin, PhD, Harry Paul, and John Christensen.** *Catch the energy & release the potential! A remarkable way to boost morale and improve results.*
- 6. Learning to Lead – Robert Heller.** *Understanding, problem solving, supporting, rewards, motivating, training, delegating, inspiring, empowering, vision, communicating, trust. Practical techniques show you how to use your initiative, handle problems, encourage others, and inspire excellence.*
- 7. The One Minute Manager – Kenneth Blanchard, Ph.D., Spencer Johnson, MD.** *Simplify your life, get more done in less time, reduce stress and help you find peace of mind.*
- 8. Your Customer System – Dr. Daniel R. Price.** *Learn the secrets of successful businesses as you build your award-winning and profitable customer service, satisfaction and loyalty system!*
- 9. The Masters of Success – Ken Blanchard, Terri Norvell, Jack Canfield and others.** *Groundbreaking interviews packed with information & inspiration destined to help you succeed in business and in life!*

10. The Future – Warren Evans. *A build-your-own-future manual for Administrative Professionals – Create the future you want.*

These outstanding books are available for checkout from Gloria Viebrock at dohertyone@msn.com. Also if members have any books to donate to the chapter library, please contact Gloria.

Ways and Means

Bobbie Pratts CPS, Ways & Means Chair

There's still time to donate **Silent Auction** items for the December 8th Chapter Annual Holiday Social. Judging from past auctions, there will be a wonderful selection of gift items for purchase! Bring your donated item the evening of the chapter meeting. Thank you!

Community Service: Springs in Bloom

Memorial Park was a better place this summer because of all our hard work!!

The project this year was a big success. In the Beginning...we had a little confusion from the green house with the color of some of our petunias. They were mixed up after they were dead headed so our colors on one side of the bed were not as crisp as we would have liked but it was a beautiful design this year and so it made up for it. Throughout the six month period, a total of 19 dedicated volunteers worked steadily on the flower bed.

The volunteers did everything from planting to weeding to pulling everything out in freezing drizzle, we (and I think one gentleman) nurtured this plot of flowers like it was our own yard. I enjoyed getting to know some of you better through this project and I hope you enjoyed the fun in the sun!!

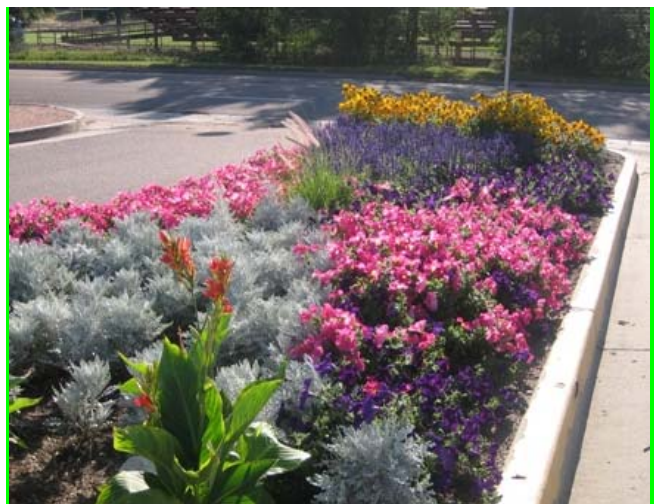
Thanks to Pat Andries CPS/CAP, Sara Brame, John Doherty, Mary Dyster CPS/CAP, Marian Fitzwater, Stacey Flaten, Patricia Gonzalez,

Karen Kitzky, Rhonda Lavoie, Lori Mohr, Paula O'Keefe CPS/CAP, Ellen Polyard, Vicki Poole, Ann Przybylski, Sandy Sozio, Eileen Verosko CPS, Gloria Viebrock, Micki Vogt and Lily Wright.

I would like to take this moment to encourage any of you to take this position on for the remainder of our chapter year. It is a rewarding position and you really get to be involved in some great projects. Whether you choose to adopt a flower bed again or go on to make your own legacy with this position it will be worth the effort and the time.

So a heartfelt thank you to everyone involved in this project. As well as to all of you who encouraged me and supported me during my time as Community Service Chair. I really enjoyed it and will be involved again in some capacity some day!!

May you all have a wonderful Christmas and a blessed New Year!!
Rhonda Lavoie



Members Corner

Congratulations to our members who will celebrate a membership milestone during December!

December Anniversaries	
Faye Lindsey	4 years
Jacqueline Compton	4 years
Kandy Drake	4 years
Rebecca Schmalte CPS/CAP	4 years
Shelly Kennedy	4 years
Starr Wise	15 years
Lily Wright	21 years
Susan Hengel	22 years
Jean Reed CPS	48 years

Happy Birthday



Lynn Dibben	Dec 09
Lorraine Whittle	Dec 11
Dot Hittenberger	Dec 14
Lori Mohr	Dec 14
Jennifer Franks CPS	Dec 28
Michelle Brooks	Dec 28
Shana Fore	Dec 28
Susan Hengel	Dec 28
Laura Larsen-Pitcher	Dec 29

MEMBER SPOTLIGHT

Did you know? **Gloria Viebrock** has been employed for all her years (29!! lol), since she was 15 years old!! The longest job she held was at School District # 8 for 19 years. Last year at APW, the Superintendent for the District was awarded the EOTY – Executive of the Year. What an honor! While Gloria was employed at the school district, she made sure that all the employees were taken care of. That means a sort of 'Party Planner'. All the meeting agendas and themes were up to her to create. The best one Gloria did was of course the Beach Party since the beach and ocean is so dear to her heart...it was fairly easy for her to accomplish!

Gloria got involved with IAAP because of her darling daughter Aubree Lujan. One thing led to another and shazam, here she is the President Elect this year! After serving on the 2008-2009 Pikes Peak Chapter Board, Gloria just couldn't get enough. No one had to coerce her...it was all her decision. Gloria has completely enjoyed meeting so many wonderful people.

Member Spotlight continued...

For Gloria, the best part of being a member was attending the 2009 Education Forum and Annual Meeting (EFAM) in Minneapolis. Gloria now has friends in Jamaica, Puerto Rico and the Bahamas! What a great reason to visit...gotta keep up that networking...no matter how far you have to travel.

That's not all. There's a wonderful joy having three grown daughters and that means Gloria having beautiful granddaughters! And the next best thing to having two granddaughters is having three granddaughters, plus a grandson. That won't be complete until January and March of next year. Until then, she'll continue loving all of her girls more than anyone can imagine. That's Gloria in a nut shell.



Did you know? Amanda Hamilton was born and raised in Charlotte, North Carolina. She landed in Colorado Springs in 1999 and loves it too much to ever leave. (The southern accent, however, will never leave her!) Amanda joined IAAP four years ago and obtained her CAP certification in May of 2007. She has been married to her wonderful husband for five years and has a precious 3 year old daughter. Amanda has worked for Goodwill Industries of Colorado Springs for over 10 years and says it is the most fulfilling job she's ever had because what she does makes a difference in the lives of many people in our community!

Newsworthy

Rebecca Schmale CPS/CAP was recently blessed with finding a new position in the medical industry. Rebecca is an Executive Assistant at Mountain View Medical Group.

Membership Early Renewal

Wanted to publish this information for you as the December 31, 2009 is approaching and the IAAP membership due will increase to \$107.00 for Professional and \$71.00 for Merited Members on January 1, 2010. You can pay your dues ahead for multiple years. Below are instructions on how to pay your dues early. This message is from Joy Johnston, Headquarters Staff.

Accepting early payments is a manual process so if you are not up for renewal, the online payment feature is not available. If paying by check, you can send the payment with a note that you are paying your membership early, and if paying by credit card you can either fax the credit card information to us or we can take the credit card information over the telephone. Any one of us in the Membership Department would be happy to give you a call and take your payment that way. Just send an e-mail to membership@iaap-hq.org requesting a call so that you can pay by credit card and we will be in touch as quickly as possible. You can also give us a call at (816) 891-6600 x2238, 2226, 2256, 2249, or 2244.

You can even pay for multiple years if you want; just multiply the yearly dues by the number of years you want to pay. If you prefer, we can send you an invoice for the dues amount. Whatever works best for you will work for us.

December Holiday Observances

Dec 12	Hanukkah Begins
Dec 18	Islamic New Year
Dec 21	First Day of Winter
Dec 25	Christmas Day
Dec 26	Kwanzaa Begins
Dec 31	New Year's Eve



PIKES PEAK CHAPTER OF IAAP 2009-10 Calendar of Events

Pikes Peak Chapter meets the second Tuesday of each month. Chapter meetings begin at 5:45 p.m. at our new location, the **CSU Leon Young Service Center**, 1521 Hancock Expressway, Colorado Springs, CO. More information can be found at <http://www.iaap-pikespeak.org> or by contacting chapter President Carol Hardin CPS/CAP at carol.hardin@afscn.com.

September 8, 2009 Chapter Meeting
Welcome to the 2009-2010 Year. No program scheduled.

October 13, 2009 Chapter Meeting
"Discovering Your Memory Power" with Jana Owen and Celebrating Pikes Peak Chapter's 65th Year.

October 17, 2009 Information Seminar on Enhance Your Career (CANCELLED)
Membership Drive and Certification Presentations, Printers Pkwy Medical Plaza.

November 10, 2009 Chapter Meeting
Retirement Trust Foundation; Program: Retirement/Savings with Tony Beach, Vice President UMB.

December 8, 2009 Chapter Meeting
Annual Holiday Social, Gift Exchange & Silent Auction

January 12, 2010 Chapter Meeting
Past President Recognition & Web Community Presentation (Recert Points Pending)

February 9, 2010 Chapter Meeting
How to Handle Conflict in the Workplace

March 9, 2010 Chapter Meeting
Safety Program with Colorado Springs Policy Department

March Membership Drive (Date & Location TBD)
Potential Member and Certification Presentations

April 13, 2010 Chapter Meeting
OfficeTeam Presentation – Topic TBD

April 18-24, 2010 Administrative Professionals Week
April 21 Administrative Professional Days Luncheon & Program

May 11, 2010 Chapter Meeting
Chapter Elections; Program: Avery Office Products

June 8, 2010 Chapter Meeting
2010-2011 Officer Installation

July Chapter Social (Date & location TBD)

**MERRY CHRISTMAS &
A HAPPY NEW YEAR!**

**BLESSINGS OF THE
HOLIDAY SEASON TO
ALL.**