



International Association of
Administrative Professionals®
Pikes Peak Chapter

Pikes Peak Chapter Cog Road

May 2009

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Meeting Notice

DATE Tuesday, May 11, 2009

PROGRAM No program planned; Chapter Board of Directors Elections will be held.

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, May 7, 2009. Please RSVP to Chapter Liaison Pat Andries CPS at pngandries@aol.com or to 637-5531.

Hostesses:

Bobbie Pratts CPS and Paula O'Keefe CPS/CAP.

Greeters:

Maria Borello, Jennifer Koscheski CPS, Carol Hardin CPS.



President's Message



Greetings Chapter Members,

In spite of today's challenging economic times, the **2009 Pikes Peak Chapter Administrative Professionals Week (APW)** events were a tremendous success. I extend my sincere thanks and appreciation to APW Chair Beth Laliberte and to all the members of the APW Committee for their hard work and dedication. There is no doubt we celebrated Administrative Professionals Week in style! Our success was directly attributed to the APW Committee's commitment and contributions!

The **3rd Annual Certification Breakfast** was excellent with our very own **Angie Guerrero CPS** as the guest speaker. Attendees included 16 of the chapter's certified members. My sincere thanks to **Aubree Lujan CPS/ CAP**, Chapter Certification Chair, for doing a marvelous job planning and carrying out this annual signature recognition event for our Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) rated members and was open to chapter members who have committed to sit for their CPS and/or CAP exams.

On Administrative Professionals Day, the **Recertification/Continuing Education Unit (CEUs) Professional Development Seminar** with guest speaker **Sarah Michel, CSP** was highly received and attended by 90 professionals, 42 of them chapter members and 20 Everest College students. We sincerely appreciate Northrop Grumman's sponsorship of the 2009 APW Professional Education Seminar.

The **APW Luncheon**, with keynote speaker **Nancy Noonan, M.A.**, was outstanding. We had 167 registered for the luncheon with 52 chapter members in attendance. While this year's luncheon attendance did not exceed the previous year, attendance were great given today's difficult economic times.

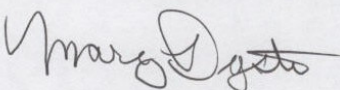
The **2009 Pikes Peak Chapter Administrative Professional of the Year (APOTY) Award** was presented to **Ms. Heather Davis Benavides** of the Colorado Balloon Classic; **Ms. Cheryl Walker**, Superintendent, Fountain Fort Carson School District 8, was presented the **2009 Pikes Peak Chapter Executive of the Year (EOTY) Award**; the **2009 Pikes Peak Chapter Member of the Year (MOTY) Award** was presented to **Aubree Lujan CPS/ CAP** and the **2009 Pikes Peak Chapter Scholarship Award** was presented to **Ms. Crystal Moreno**, UCCS Student and Honeywell employee. Congratulations to all our winners!

Our May 12th Chapter meeting will include the election of the 2009-2010 Chapter Board of Directors. As the slate of candidates is not yet full, we will ask for nominations from the floor. Any candidate who is nominated from the floor must receive a second. The candidate nominated must accept the nomination to serve and be prepared to present or state their credentials (qualifications) for the Board position. Where possible, a copy of the candidate's credentials will be distributed to the membership. For more information, please contact Nomination Chair Rhonda Lavoie via e-mail at rhonda.lavoie@comcast.net for more details. .

I cannot encourage you enough to consider serving on the Pikes Peak Chapter Board of Directors. It is a wonderful opportunity to give back to the chapter while gaining experience and expanding your current skills as well as developing new skills. It does take some time and effort but the rewards far exceed your time and effort. Our chapter needs your support and commitment to giving. If you are interested in a Board position that already has a nominee please do not hesitate to run for that position. Friendly competition is always good and no one should feel hurt if they are not elected.

It is truly a privilege and an honor to serve on the Chapter's Board of Directors and I hope that you will grasp the opportunity to serve and give back to our IAAP community.

Each of you is a unique and valuable asset to the Pikes Peak Chapter. 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: Karlena 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



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. To qualify for advance registration, the registration form must be postmarked by May 15, 2009.

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!

Please refer to the CWM flyer on the next page for more details. 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.

Colorado-Wyoming-Montana (CWM) Division Chapter newsletter 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 the chapter website at www.iaap-pikespeak.org.

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

Best wishes and Good Luck to the six chapter members who will sit for the May 1-2 Certified Professional Secretary (CPS) and/or Certified Administrative Professional (CAP) certification examinations:

Micki Vogt (Honeywell), CPS examination. 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), CAP examination.

The chapter will be rooting for these ladies!

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.



2009 CWM Division Meeting Educational Seminars



June 5, 2009

You are invited to the Colorado-Wyoming-Montana (CWM) Annual Meeting will be held June 5-6, 2009 at the Embassy Suites Hotel, 7290 Commerce Center Drive, Colorado Springs. This two day meeting brings together IAAP members and guests from throughout the Division to participate in both professional education opportunities and to the 2009 CWM Division annual business meeting.

- Full Registration (postmarked by May 15, 2009) \$145.00 Member / \$170.00 Guest
- Late Registration (postmarked after May 15, 2009) \$165.00 Member / \$190.00 Guest
- Full Registration Includes: Friday: Friday Night Open House (South of the Border Buffet) Saturday: Business Meeting, Breaks, Lunch (Heart Healthy Buffet), and the Evening Banquet.
- SINGLE/GUEST EVENT REGISTRATIONS
- 8:30 – 10:00 “Exercise Your Mind, Body and Soul”
- \$25.00 Members / \$35.00 Guests
- 10:15 – 11:30 “Facets of Leadership”
- \$25.00 Members / \$35.00 Guests
- 1:00 – 4:00 “Trust is Essential & Profitable - How You and Your Teams Thrive in Unstable Times!”
- \$60.00 Members / \$70.00 Guests
- Morning and Afternoon Seminars (Total of 3 Seminars)
- \$100.00 Members / \$130.00 Guests

The for information and the registration form can be found at <http://www.iaap-co-wy-mt.org/Default.aspx?pid=7272&cu=TtoUEJtv/vQ=> or by contacting CWM Vice President Aubree Lujan CPS/CAP via e-mail at DAJ_L@hotmail.com or at (719) 492-0851.



8:30 – 10:00 a.m. *Exercise Your Mind, Body and Soul* – Presented by Deena Ellin, MS, Fitness Program Consultant/Health Promotion Director

If you think 20 minutes on a treadmill a few times a week is all you need to be "fit," this presentation is for you! Explore ways to create synergy in all aspects of your mind, body and soul by realizing your potential and understanding and coping with your limitations. It's all about applying the “F.I.T.T.” (Frequency/Intensity/Time/Type) Principle. This is a fun, upbeat, hands-on session with great (realistic) motivational tips for staying on track! Ms. Ellin has 30 years experience in the wellness/fitness industry and is a former health club director and personal trainer.



10:15 – 11:30 a.m. *Facets of Leadership*

Do You S-P-A-R-K-L-E? – Presented by Nancy Upchurch CPS/CAP, Union Colony Chapter

The Sparkle Principles (Creating Time, Putting Order in Disorder and Facets of Leadership) are used as a measure of the quality of leadership. The closer a person's behavior follows these principles, the stronger leader they will become. Learning to use these principles will help you to be more effective in IAAP, your job and personal life. Nancy is an Executive Asst / Graphics Manager, with Hensel Phelps Construction Company and a seasoned IAAP member having achieved certification and served in board positions from the Chapter through International level and on various committees.



1:00 – 4:00 p.m. *Trust is Essential & Profitable - How You and Your Teams Thrive in Unstable Times!* Including *Optional Arrow Breaking Exercise* – Presented by Terri Norvell, The Inner Prize

It's a fact that this is a time of great instability. This leads to feelings of overwhelm, uncertainty, pressure and fear of the unknown in the workplace. All these challenges can limit thinking and keep you from successfully moving forward. It's a tough realization that no one is coming to fix this situation. In this interactive session you'll learn that trust is the first secret to success and gain proof that stability is possible every day. You'll learn that action bridges your internal focus to external results. And with this comes the feeling of self reliance and relief! Terri Norvell is co-author with Canfield and Blanchard of the book 'Masters of Success' and a noted expert and consultant on Trust and Performance. Terri is the Founder of The Inner Prize – A People Development Company.

Administrative Professionals Week Report

Beth Laliberte, Administrative Professionals Week Chair



April 22, 2009 Administrative Professionals Day Luncheon DoubleTree Hotel Colorado Springs World Arena

Pikes Peak Chapter can take great pride in hosting the only premier event in the city honoring Administrative Professionals!

On April 10th, President Mary Dyster CPS/CAP and Proclamations Committee member Eileen Verosko CPS met with Colorado Springs Mayor Lionel Rivera at City Hall. Mayor Rivera graciously signed the APW Proclamation. On Tuesday, April 21st, State Representative Amy Stephens presented a tribute at the State House of Representatives in Denver to the Pikes Peak Chapter on behalf of Administrative Professionals Week. Chapter attendees for the tribute included President Dyster, Proclamations Committee member Eileen Verosko CPS and Lynn Dibben and I. The chapter also received a proclamation from the City of Fountain. Thanks to Proclamations Chair Karen Kitzky for requesting these proclamations and tribute and organizing the attendance of our chapter members!

That very same day, our members had the pleasure of being part of the live audience of the International Association of Administrative Professionals (IAAP) 2009 Annual Briefing for Administrative Professionals in Centennial, CO. This is the 22nd year this briefing has been held in various locations. The briefing included a welcoming address from International President Barb Horton CAP. Keynote speakers included Laura Stack, President of Productivity Pro, Inc. and author of *The Exhaustion Cure* speaking on "Find More Time and Leave the Office Earlier" and Erik Weihenmayer, author of *Touch the Top* and the first blind man to reach the summit of Mount Everest. Erik shared his insights in overcoming life's challenges, the importance of teamwork and the daily struggle to pursue individual dreams. The briefing was excellent and a marvelous opportunity for our members. Our very own Aubree Lujan CPS/CAP did a superb job coordinating the reservations for the briefing.

The Third Annual Certification Breakfast was held the next day at the Embassy Suites Hotel. Guest Speaker Angie Guerrero CPS shared with the 16 chapter members present her experiences and background that led her to her current position as Secretary to the 4-star General that serves as the Commander of Air Force Space Command. Aubree Lujan CPS/CAP, Certification Chair, did an outstanding job coordinating the breakfast.

On April 22nd, the Administrative Professionals Day Luncheon was preceded by a Professional Education Seminar with Sarah Michel, CSP and was sponsored by Northrop Grumman. Sarah's presentation entitled *Connecting the Dots..Business Networking Made Easy* and her powerful *Perfecting Connecting©* strategies promoted personal and professional success. Her seminar was attended by 90 attendees and has received very positive feedback. Rebecca Schmale CPS/CAP served as overall chair for the seminar and Lori Mohr served as the speaker coordinator/escort.

Following the seminar, Master of Ceremony Jon Karroll, KRDO Evening News Anchor, kicked off the APD Luncheon. Keynote Speaker Nancy Noonan, M.A. gave a motivating presentation on "Are Your Roots Showing?" co-sponsored by OfficeTeam and Raytheon. Julie Linley CPS was this year's speaker coordinator and Angie Guerrero CPS served as the speaker escort. We thank Julie and Angie for their hard work.

Congratulations to the following individuals honored at the Administrative Professionals Day Luncheon:

Administrative Professional of the year (APOTY)

Heather Davis Benavidez, Event Coordinator, Colorado Balloon Classic

Executive of the Year (EOTY)

Cheryl Walker, Superintendent, Fountain Fort Carson School District 8

Chapter Member of the Year (MOTY)

Aubree Lujan CPS/CAP, Administrative Specialist, Colorado Springs Utilities

Pikes Peak Chapter Scholarship

Crystal Moreno, Receptionist at Honeywell and part-time student at UCCS

Congratulations to our award recipients who were honored at the April 22, 2009 Administrative Professionals Day Luncheon



From left to right: 2009 Administrative Professional of the Year (APOTY): Heather Davis Benavidez, Colorado Balloon Classic, 2009 Executive of the Year (EOTY): Cheryl Walker, Fountain Fort Carson School District 8, 2009 Member of the Year (MOTY): Aubree Lujan CPS/CAP, 2009 Pikes Peak Chapter Scholarship Recipient: Crystal Moreno, UCCS Student.

We take this opportunity to acknowledge with special thanks our Corporate Sponsors: *Platinum Sponsor:* Northrop Grumman. *Gold Sponsor:* Lockheed Martin Corporation. *Silver Sponsors:* The Boeing Company, and BAE Systems. *Bronze Sponsors:* ITW Building Components Group, Inc. Seminar sponsor: Northrop Grumman. Speaker sponsorship: OfficeTeam and Raytheon, plus our *In-Kind Sponsors:* FedEx Kinko's, Multi Purpose Facility and First Choice Awards and Gift Inc.

Thanks to Event Contributors: ADDSTAFF, Inc., Avery Dennison, Colorado Springs Utilities, Colorado Visitor's Bureau, DeVry University, Everest College, Kaplan University, Office Depot, OfficeMax, University of the Rockies, Blue Fox Photography, The Broadmoor of Colorado Springs, the Craftwood Inn, the DoubleTree Hotel Colorado Springs World Arena, The Liquor Stop, LJ Promotional Products, Pikes Peak Credit Union, Stagecoach Inn, and the World Arena.

Finally, a huge THANK YOU to the great teamwork on this year's APW Committee. They were a joy to work with and true professionals.

APOTY	Linda Iverson CPS, Carol Hardin CPS, Rebecca Schmalle, CPS/CAP
EOTY	Marilyn Sullivan, CPS, Jamie Castaneda, Kerstin Von Hoene CPS/CAP
MOTY	Rhonda Lavoie, Eileen Verosko CPS, Christine Schemmel CPS
Certification Breakfast	Aubree Lujan CPS/CAP
Corporate Sponsor	Mary Dyster CPS/CAP
Gift Bags	Maria Borrello
Door Prizes:	Carol Hardin CPS
Emcee Coordinator	Beth Laliberte
Greeters/Hostesses	Eileen Verosko CPS, Gloria Viebrock, Rebecca Schmalle CPS/CAP
Hotel Liaison	Beth Laliberte
Invitations:	Lynn Dibben, Cheryl Sanfilippo
Invocation	Christine Swanson CPS
Membership	Marilyn Sullivan CPS, Rhonda Lavoie, Angie Guerrero CPS, Brenda Schultz
Photographer	Jim Hardin
Proclamations	Karen Kitzky, Eileen Verosko CPS
Program	Michelle Donovan, Lily Wright
Publicity	Angie Guerrero CPS
Registration	Aubree Lujan CPS/CAP, Patricia Gonzalez, Paula O'Keefe CPS/CAP, Bobbie Pratts CPS, Michelle Brooke, Michelle Otterbein, Pat Andries CPS
Scholarship Award	Susan Hengel, Angie Guerrero CPS and Debbie McCarty
Luncheon Seating	Mary Dyster CPS/CAP, Beth Laliberte, Aubree Lujan CPS/CAP
Speaker Coordinators:	Julie Linley CPS, Angie Guerrero CPS, Lori Mohr
Seminar Coordinator	Rebecca Schmalle CPS/CAP



President Mary Dyster CPS/CAP, Beth Laliberte, Lynn Dibben and Eileen Verosko CPS at the State Capital.

Administrative Professionals Recognized at the State Capital

Among the activities associated with Administrative Professionals Week, one most educational and thrilling is the chapter's annual visit to the Capital in Denver. The morning of April 21, Eileen Verosko CPS, Beth Laliberte, Lynn Dibben and Mary Dyster CPS/ CAP drove up to Denver to meet with Representative Amy Stevens at the Capital. The members had an opportunity to see the House in session, where they were presented with a tribute by the Colorado State House of Representatives.



Representative Amy Stevens, Mary, Beth, Lynn and Laura Carno, Rep. Stevens's assistant in the back on the left.



Representative Amy Stevens introducing the Pikes Peak members to the House of Representatives.

Chapter Bylaws: Proposed Amendment

Pikes Peak Chapter Members: The following motion will be presented for a vote to the membership at the May 12 chapter meeting. Please take a few moments to study this information prior to the meeting.

Carla Hall CAP, Co-Chair, Bylaws and Standing Rule Committee

The Pikes Peak Chapter Board of Directors moves to amend Article VII, Committees, Section 2, Duties, 10. Scholarship Committee from:

10. The Scholarship Committee shall be responsible for the administration of the annual Scholarship Award given by the Chapter in accordance with the established procedures.

to:

10. The Scholarship and Education Committee shall administer the annual Scholarship Award given by the Chapter in accordance with the current Scholarship Application, as well as funding expenses associated with educational opportunities for the attendees at the Chapter's monthly meetings, or for other specific seminars/workshops that are hosted by the Chapter.

Notes regarding motion:

1. The current monies in the Scholarship fund will continue to be restricted for the awarding of an annual scholarship to a student. This presentation occurs at the annual APW luncheon. Based on the assumption that a \$1000 scholarship will continue to be awarded, this fund has money to award a scholarship for the following chapter years: 2009-2010, 2010-2011, 2011-2012, and possibly a partial funding of a scholarship in 2012-13.

2. The new Scholarship and Education Committee would begin to be funded upon the conclusion of the 2009 APW luncheon. Fifty (50) percent of the money received from corporate sponsorship from this year's luncheon will be placed into this fund. Upon conclusion of the 2008-2009 fiscal year, the Board of Directors and Budget Committee will review the financial health of the chapter and will bring forth a motion in the fall of 2009 recommending a percentage of how much money will go toward funding a scholarship for a student when the current funding is totally utilized, and how much funding will go toward education expenses for the 2009-2010 chapter year.

3. The Chapter Treasurer will keep an accurate accounting of the monies specifically left from the existing Scholarship fund, as well as the monies allotted to scholarship and education under the new committee. These figures will be reported as a part of the monthly Treasurer's report given at chapter meetings.

4. The monies in the education portion of the Scholarship and Education Committee will be restricted and utilized for only the following expenses: Continuing Education Units (CEUs), recertification points, speaker honorariums at chapter meetings and speaker honorariums for any special workshops or seminars hosted by Pikes Peak Chapter. Cost of appreciation gifts to a speaker (if necessary), as well as other seminar related expenses, will be budgeted in a different line item within the Chapter budget or the funds taken from the Hospitality Fund.

2009-2010 Pikes Peak Board of Directors Candidate Profile

2009-2010 Slate of Directors:

President:	Carol Hardin CPS
President-Elect:	OPEN
Vice President:	OPEN
Treasurer:	Gloria Viebrock, Paula O'Keefe CPS/CAP
Recording Secretary:	OPEN
Chapter Liaison:	OPEN

For the position of Treasurer: Paula O'Keefe CPS/CAP

Membership Date: September 2007
Employer: BAE Systems Inc
Title: Office Manager

Past Work Experience: Served 26 years in the U.S. Air Force, retired in September 2007 as an Information Manager. During my Air Force career I have served as treasurer for several non-profit organizations. I managed government funds for travel, civilian pay, and supplies throughout my Air Force career. Currently I manage petty cash and the office supply account, verify travel expense reports for personnel and manage office expenditures for items such as phones, FedEx and ADT monthly bills.

Past Chapter Participation: Roster Committee Chair, Chair Hospitality Committee for CWM in June 2009

Hobbies/Interests: Quilting, stamping and making cards. I like to read fiction such as murder mysteries and love stories. I enjoy playing with my two Jack Russell Terriers. I have two grandchildren: Jon Mykal 6, Helena 4months and one due in July 2009.

What does being a member of Pikes Peak Chapter IAAP mean to you? The friendships I make in IAAP and the networking is great. I enjoy meeting new people and learning new things. I feel it is important to belong to an association where I can spread my wings and step out of my comfort zone. Knowing I have the support of other women to assist and provide a helping hand when needed is very comforting. I've met many talented women and have gained valuable knowledge at every meeting and look forward to becoming more active in IAAP in the coming years.

For the position of Treasurer: Gloria Viebrock

Membership Date: March 2007
Employer: Fountain Fort Carson School District #8
Title: Scheduler/Dispatcher

Past Work Experience: Hotel Office Manager, Digital Equipment Corporation PBX Operator-Receptionist, Reilly Buick Bookkeeper

Past Chapter Participation: 2008-2009 Chapter Treasurer; 2007-2008 Ways & Means Chairperson, 2008 APW Committee Member

Hobbies/Interests: 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!!

For the position of President: Carol L Hardin CPS

Membership Date: November 1, 2004
Employer: Honeywell Technology Solutions Inc
Title: Executive Assistant to Director

Past Work Experience: 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.

Past Chapter Participation: May 2009, will sit for CAP Exam, April 2009 APW Door Prize Chair, April 2009 APTY 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.

Hobbies/Interests: 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!

Call to Excellence

By Angie Guerrero CPS

As the end of our chapter year quickly approaches and we begin to contemplate the future of our chapter and our individual contributions to it, I feel compelled to share with the membership some excerpts and thoughts from the recent speech I gave to our certified members at our Annual Certification Breakfast.

When I was asked to speak to the certified members, I tried to gracefully decline, but was reminded by our Certification Co-Chair Aubree Lujan, CPS/CAP and our Chapter President, Mary Dyster, CPS/CAP, how much each of us has to “offer” from a totally different perspective.

My perspective began to manifest itself as I looked back over the years of the family life I had leading up to my adulthood and my subsequent career as an administrative professional. It became clear that for all of the chapters of my life, both personally and professionally, the common denominator to my success—earned or learned—was how prepared I was to always put my “best foot forward” or as I now call it “answering my “call to excellence.”

Everyone can relate to coming across obstacle as we travel down our life paths. A twist in the road, a stumbling block, an unexpected occurrence all become magnified when you are totally unprepared for them and can’t see them coming. However, being unprepared for any particular obstacle does not necessarily equate to failure or loss. Adopting a mentality of “excellence” no matter what the situation, guarantees a more positive outcome no matter what the circumstance.

As we prepare to end one chapter year and begin another, many of us would be wise to look inside of ourselves and adopt this mentality of excellence. When asked to run for a board position or to step up to chair or serve on a committee within “your” IAAP chapter, what will your answer be?

Whether you have the experience required to take on a task and run it to completion, or whether you feel inadequate or unprepared to answer the calling, are you committed to excellence no matter what?

Could you and would you be able to put your best foot forward and say, “I can do that!”?

Better yet, are you able to stand up now and say, “Let me that!”?

Each of us has a different calling and each of us sees things from a different perspective—this is our greatest strength as a chapter and as individuals.

In the big scheme of things, how we look at things and how we choose to move forward and act on them—whether it be obstacles in our path or goals for our future—the important thing is that we never lose sight of pursuing excellence.

I look forward to serving with each of you in our new chapter year in one capacity or another!

Members' Corner

May Anniversaries

Barbara Hermansen	20 years
Sue Meeks	19 years
Eileen Verosko CPS	9 years
Jolene Freeman	8 years
Laura Johnson	8 years
Jamie Castaneda	6 years
Ruth Odell	6 years
Michelle Brooks	4 years
Rose Mintle CPS/ CAP	4 years
Elizabeth Farley	2 years
Laura Larsen Pitcher	2 years

Happy Birthday



Barbara Morgan	May 3
Rhonda Lavoie	May 5
Cathy Andrew	May 6
Laura Johnson	May 7
Jamie Castaneda	May 11
Liana LaCroix CPS/ CAP	May 12
Karla Boaz CPS	May 13
Shannon Almberg	May 22
Sue Meeks	May 31

Welcome New Members

It's been an astounding month for new members! **Marian Fitzwater** has the distinction of being the chapter's first member to join online.

Linda Alexander, **Stacy Flaten** and **Joyce Webster** joined at our recent Enhance Your Career (EYC) Event. Linda was recruited by Aubree Lujan CPS/CAP. Stacy and Joyce are students at Everest College. Joyce was recruited by Sara Brame, who recently joined the chapter and is also an Everest College student.

Sara Brame recruited two Everest College students, **Kathleen Ausborne** and **Ann Przybylski**. Sara also recruited **Barbara Morgan**, employed at Bed Bath & Beyond.

Carol Hardin CPS strikes again! She recruited her sister, **Sandra Sozio**. In addition, Carol recruited **Cindy Garner**, **Korynn Neil** and **Amy Bonner**, all Honeywell Technology Solutions employees as well as **Deidre "Dee" Ross** employed at Northrop Grumman.

Rhonda Lavoie recruited **Karen Bullock** of the Colorado Springs Police Department. Rhonda also recruited **Nancy Frazee**, an employee of the Community Partnership for Child Development.

Kaye Jones, Everest College Student, was recruited by Rita Banister CPS/CAP.

Victoria Poole employed at Air Force Space Command was recruited by Angie Guerrero CPS.

Janet Rivera employed at Lockheed Martin was recruited by Lynn Dibben.

Lisa Brietske employed at Pikes Peak Hospice was recruited by Mary Dyster CPS/CAP. Lisa in turn recruited **Pauline Garthwaite**, a co-worker at Pikes Peak Hospice.

Welcome all! We are thrilled to have you as members of the Pikes Peak Chapter of IAAP and look forward to installing you at a future chapter meeting. Congratulations to our members who earned their International President's pin(s) for recruiting a new member(s)

Community Service Report



Springs in Bloom

We are excited to be involved in our second year with the City of Colorado Springs Springs in Bloom community service project. The chapter has been assigned the same flowerbed as last year, adjacent to the Firefighters Memorial at the west entrance to Memorial Park.

Interested volunteers are requested to attend a training session on Saturday, May 2 at 9AM at the Horticulture Complex, 1003 Glen Ave. Note the planting date is scheduled for Saturday, May 30.

We will need two to three volunteers each week to weed, dead head and replace any sick plants in the flowerbed. Spouses, neighbors and friends are welcome to participate.

The weekly maintenance schedule will be Monday and Wednesday evening and Saturday mornings. To volunteer, contact Rhonda Lavoie at rhonda.lavoie@comcast.net.

Last year's Springs in Bloom flowerbed



Secret Givers

Please note due to the recent snow storm, Secret Givers has been rescheduled for May 2nd at New Life Church. This will be the only meeting in May. Secret Givers will return to the third Saturday of the month schedule in June. Secret Givers puts together Birthday Gift bags for children at risk. Thank you for your support and time.

Rhonda Lavoie, Community Service Chair

May Observances

May 5	Cinco de Mayo
May 10	Mother's Day
May 16	Armed Forces Day
May 30	Memorial 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.
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
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 2009 Summer Social (Date/Time/Location To Be Determined)