



About the Pikes Peak Chapter

Chartered in 1944, Pikes Peak Chapter IAAP is a strong and viable professional organization thanks to its capable leadership and involved membership. Our members are a diverse group of professionals continually growing their careers and having fun along the way. We add value to our community through participation in local service projects. Each April Pikes Peak Chapter sponsors an annual Administrative Professionals Week Luncheon and Seminar which honors an Administrative Professional of the Year, as well as an Executive of the Year from the community. A scholarship is also awarded to a local college student.

Pikes Peak Chapter Meetings

When: Second Tuesday of each month from September through June

Time: 5:45 p.m. Networking
6:00 p.m. Dinner and Program
7:00 p.m. Meeting

Where: El Paso County Citizens Service Center
1765 W. Garden of the Gods Rd.
Colorado Springs, CO 80906
Use Parking Garage, Park In Level 1

Visit www.iaap-pikespeak.org for dinner reservations and directions

Cost: Dinner meetings average \$12; meal is optional

2011-2012 Pikes Peak Chapter Board of Directors

President
Bobbie Pratts, CAP-OM

President-Elect
Paula O'Keefe, CAP-OM

Vice President
Gloria Viebrock, CAP

Recording Secretary
Susan Farr, CAP

Chapter Liaison
Angie Guerrero, CAP

Treasurer
Amy Ferguson

Parliamentarian
Marilyn Sullivan, CAP

Membership Committee Chair
Robin Petrovich
rrpetrovich@msn.com
(719) 201-1712

Chapter Website:
www.iaap-pikespeak.org

CWM Division Website:
www.iaap-co-wy-mt.org

International Website:
www.iaap-hq.org

International Association of Administrative Professionals®

Pikes Peak Chapter Colorado Springs, Colorado

IAAP is a professional association for administrative assistants, office coordinators, executive secretaries, office managers, and other office professionals.

Pikes Peak Chapter's Mission

To enhance the value, image, development, and influence of administrative professionals in the Pikes Peak Region.

Vision

To be the thriving focal point for leadership, development, and networking for administrative professionals.

Core Values

Integrity, Respect, Adaptability,
Communication, and Commitment



Benefits of Membership

- Member discount on purchases through IAAP on education and professional development resource materials
- Discounts on registration of any IAAP sponsored international level training workshops, seminars, conferences, and conventions.
- Discounts on registration for the Certified Administrative Professional exams.
- Subscription to: [OfficePro](#) magazine; [OfficePro Express](#), an e-newsletter full of research, trends, and technology information; [IAAP Connections](#), the association's monthly e-newsletter.
- Full access to IAAP Web 2.0
- Local chapter which holds training and networking events and has opportunities for leadership.

Membership

Professional Membership	
First Year Dues (includes 1x processing fee)	\$122
Annual Dues	\$107
Student Members	\$ 50
Associate Membership (Business or Institution)	
First Year Dues (includes 1x processing fee)	\$195
Annual Dues	\$180

Career Advantage

- IAAP oversees a highly respected certification program. Advance your career by earning your CPS or CAP certification, the industry recognized standards of proficiency.
- Pikes Peak Chapter offers year-round study groups to prepare for the certification exams.
- In 2011 the certification program will offer specialty ratings such as Organizational Management (OM) and Information Technology (IT).

IAAP WEB 2.0

IAAP offers members full access to the Web 2.0 community, a perfect way to network, learn, find Answers, and have some fun in the process.

Our Web 2.0 offers:

- **Specialized e-groups**, which combine the best of the listserv and online discussion forums.
- The **IAAP Resource Library**, where you can tap into the live mind of members and experts through a variety of useful documents.
- **Member Directory** where members can learn about other members. Our directory can link data from social networking and user-generated data input to create a comprehensive user profile.
- **IAAPedia Glossary**, our Wiki where users collaborate to create and maintain industry definitions that serve as part of the knowledge base of office professionals.

2011-2012 Calendar of Events

September 13, 2011

Welcome to the 2011-2012 IAAP year in review

October 11, 2011

Strategic Planning

October 13, 2011

Powerpoint Class
Old Colorado City Library

October 26, 2011

Enhance Your Career
OfficeScapes

November 5, 2011

Annual CPS/CAP Certification Breakfast

November 10, 2011

New Member Installation
Minding your Business
Penrose Library

(2011-2012 Events Continued)

December 13, 2011

Annual Holiday Social & Silent Auction

December 15, 2011

Digital Photo Class
Old Colorado City Library

January 10, 2012

Past President Recognition
Downloadable Devices

February 14, 2012

New Member Orientation
Using Social Media to Advance Your Career

February 16, 2012

Excel II Class
Old Colorado City Library

March 13, 2012

People Reading – The Vital Role that Active Listening Plays in Effective Communication

March 15, 2012

Powerpoint II Class
Old Colorado City Library

April 10, 2012

Building Trust

April 12, 2012

Publisher Class
Old Colorado City Library

April 24, 2012

Administrative Professionals Day Seminar,
Membership Presentation and Luncheon

May 8, 2012

New Member Installation
Election of Officers 2012-2013
Feng Shui – Leapin' Frogs

May 10, 2012

Microsoft Class TBD
Old Colorado City Library

June 12, 2012

Installation of New Officers 2011-2012

For more details on times and locations please visit our chapter website at www.iaap-pikespeak.org