



Pikes Peak Chapter



Cog Road



IAAP Chapter Number 321130

VOLUME 63, ISSUE 2

OCTOBER 2011

SPECIAL POINT OF INTEREST:

**Member Spotlight:
Mary Dyster!**

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DATE: Tuesday October 11!!!

LOCATION: The Mesa Conservation Center
2855 Mesa Road
Colorado Springs, CO 80904

TIME: 5:45 p.m. Social Time
6:00 p.m. Chapter Meeting

PROGRAM: "Strategic Planning Module for the Pikes Peak Chapter"
Presented by Carol Hardin, CPS/CAP

MENU: From Whole Foods Market Catering
Pasta Primavera, Garlic Bread and a Side Salad

COST: \$12.00/person. Checks (made payable to Pikes Peak Chapter IAAP) or cash (exact change appreciated) accepted.

DRINKS: Will be available for purchase at the meeting for \$0.50 for all members.

HOSTESSES: Lily Wright

GREETER: Angie Guerrero, CPS

RSVP: To Angie T. Guerrero, CPS, Chapter Liaison at angie.guerrero@peterson.af.mil or guerreroaf@comcast.net or call (719) 554-7801 during duty hours or (719) 550-9642 after 5:00 p.m. and weekends. You may RSVP to attend the meeting only (no meal). If this is your preference, please inform the Chapter Liaison when you make your meeting reservation.

DEADLINE FOR RESERVATIONS: **THURSDAY, October 6 2011.** Take a moment to RSVP now! NOTE: Any member or guest who is unable to attend the meeting, must inform the Chapter Liaison to cancel their reservation by the reservation deadline as noted above to avoid being billed for their meal.

Please note if your name is on the Permanent Reservation List, you must notify the Chapter Liaison if you will not be attending.

DIRECTIONS:

From I-25 and points north, exit 145, Fillmore St. Turn right onto W. Fillmore St. and turn right onto Mesa Road.

From I-25 and points south, exit 145, Fillmore St. Turn left, heading west on Fillmore St and make a right onto Mesa Road.

Permanent Reservation List

Bobbie Pratts, CPS/CAP*	Carol Hardin, CPS/CAP
Paula O'Keefe, CPS/CAP	Rita Banister, CPS/CAP*
Gloria Viebrook, CPS	Eileen Verosko, CPS
Susan Farr, CPS*	Lily Wright*
Angie Guerrero, CPS	Carla Hall, CAP
Cheryl Sanfilippo	Robin Petrovich
Marilyn Sullivan, CPS*	Amy Ferguson*
Candice Albers, CPS/CAP	Jean Reed, CPS

(Note: (*) indicates "without" meal)

Pikes Peak Chapter President's Message



“To Be?” or “To Do?” – that is the question!

I cannot believe how fast this year has gone. I know that we just started our IAAP 2011-2012 year, but the calendar year is almost over. I am sure we all have a lot to do over the next couple of months; things to do personally, things to do at home and things at work to wrap up before year end. Here are a few happenings for our Chapter that will be rounding out the calendar year.

The Holidays are normally a time of year when we think of what we can do for others, but I would also like for you to think of what you can do for yourself. It is never too early (or too late) to start studying for the IAAP Certifications. Please check the website for more information on registration dates and test dates. If you already have your certifications then you may want to consider volunteering as a mentor or a facilitator for other members who would like some guidance while they strive for their certifications. A little support goes a

long way!

Our Community Service chairperson will also be sharing with us some programs that we can participate in to make the Holidays a little nicer for those who are not as fortunate. Watch for those announcements at the monthly meetings, the website and in special mailings.

To round out the calendar year, our chapter will be holding our annual Silent Auction and Social again in December. You have heard the phrase “Quality not Quantity”, well that is what we want to strive for at this years’ Silent Auction, so start looking through your prized possessions that you are willing to part with and bring them in to the October, November and December meetings. Let’s make this the best Silent Auction ever!

Well, I do not know about you, but that is enough “To Do” items to keep me busy for the rest of the calendar year!

Thank you for your support of the Pikes Peak Chapter of IAAP and I will see you at the October meeting.

Thank you,
Bobbie Jaramillo Pratts CPS/CAP
2011-2012 IAAP Pikes Peak Chapter
President
719-637-7014 work / 719-388-1400 home
www.iaap-pikespeak.org



Avery Box Tops Challenge



What is the Box Tops Challenge?

The IAAP/Avery “Box Tops Challenge” program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery “Box Tops for Education” initiative in accordance with the Avery program parameters.

The incentive program contains the following:

- An education grant in the amount of \$2,000 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) that collects the largest number of Box Tops coupons in support of the program. An education grant in the amount of \$500 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible. These four chapters will be recognized following the Avery Great Results awards program at EFAM.
- The program will run from July 1st to April 30th each year. Chapters will report year-end collection results to IAAP between May 1st and May 15th supported by a completed and signed [Redemption Form](#).
- Each participating IAAP chapter president will identify a program coordinator to receive program information from the chapter president and assist with year-end reporting and local public relations.
- While the Box Tops for Education program is not available in Canada, Canadian chapters may “adopt” a US school to support.
- Avery will provide each participating IAAP chapter with a certificate of appreciation
- Avery will include an “honor roll” listing of those chapters participating in the Challenge at their Office Expo booth in upcoming years at the IAAP Education Forum and Annual Meeting. A [brochure](#) and [PowerPoint presentation](#) are also available to chapters to help educate members about Avery’s Box Tops for Education program.

Please also subscribe to the Avery Box Tops Challenge discussion group to discuss with other chapters best practices for managing your Box Tops program.

Step 1

Identify a local elementary or middle school in your community (check out www.localschooldirectory.com for a listing of all schools in your area)

Step 2

Have your Chapter’s Box Tops program coordinator contact the school and ask to speak to their Box Tops for Education coordinator. Let them know you want to support their school!

Step 3

Start clipping and collecting coupons. Involve your company/organization, place of worship, health club, family and friends.

Step 4

Complete the Redemption Form, deliver your coupons and make a difference. Don’t forget to participate in the Avery BoxTops Challenge discussion group to learn what other chapters are doing to make their program a success!

For questions about the Avery Box Tops Challenge, please contact Maureen Tarango, Consumer Development Specialist, at 800-556-0786 or by email at iaap-officeproducts@averydennison.com.

Box Tops For Education is a registered trademark of General Mills used with permission.

Congratulations! 

Member Anniversary Milestones:

Due for Renewal

**Patricia Andries
Amanda Hamilton
Sheila McClellan**

Reinstated in October

**Candice Albers, CPS/CAP
Julie Linley**

**WORD OF THE
MONTH:**

Confidence

“Once you replace negative thoughts with positive ones, you’ll start having positive results.” — *Willie Nelson*

“Love yourself first and everything else falls into line.” — *Lucille Ball*

“Do what you feel in your heart to be right – for you’ll be criticized anyway. You’ll be damned if you do, and damned if you don’t.”
— *Eleanor Roosevelt*

“This is your world – shape it or someone else will.” — *Unknown*

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Do you have an "imaginary audience?"

Have you ever not said something in a meeting or didn't introduce yourself to someone new because you were afraid of saying the wrong thing? You may have an "imaginary audience," preventing you from reaching your potential, according to *PickTheBrain.com* article, "Get Over Yourself! Learn This Secret to Boost Your Confidence." An imaginary audience is the belief that people are watching and judging our every move, when in reality that's rarely the case. Has the fear of being judged kept you from speaking up in your job and, if so, how have you been able to overcome it?

To learn more read the whole article at:

<http://www.pickthebrain.com/blog/get-over-yourself-learn-this-secret-to-boost-your-confidence/>

When to Claim Credit for Your Ideas

Your ideas and contributions at work are often what determines pay increases and promotions, but when is it OK for other people to pass off your ideas as their own? According to CNN Money article, "Does it matter if your boss steals your ideas," you should keep in mind who you're trying to impress. After all, it's your boss who will likely administer your performance review, so relinquishing credit to a boss often has its advantages. But for co-workers, the articles suggests, you should be more protective of your ideas.

To read more, see the link below:

http://management.fortune.cnn.com/2011/07/29/does-it-matter-if-your-boss-steals-your-ideas/?section=money_pf

Message from IAAP's International President



Have you been Making the Leap to Remarkable? It's hard to believe we're already a month into our new IAAP year. Consider filling your year with education and training to make this a truly remarkable year.

You can start by attending the final Fall Conference in beautiful San Diego. It's a must-attend conference: Fall Forward: Hot Topics for Tomorrow's Workplace. This year we're offering a one-day technology seminar with Annette Marquis of Triad Consulting. She's training on integrating Microsoft Office and Google Docs to make office productivity better than ever.

Since we're at the beginning of a new year, we have new leadership at the chapter and division level. To help you in your new roles, we've got a lot of great information and resources in the web community. Does your chapter need newsletter help? We've got an eGroup for that. Does your treasurer need support and resources? We've got an eGroup for that. A couple of new eGroups have been launched for the secretary and vice president positions. Consider joining in on these discussions, whether this is your next leap in leadership succession or this is a future leap for you as an up and coming leader, you can benefit from the information and best practices shared. Find out all about

eGroups and how they can benefit you and your chapter in the eGroup section of the IAAP Web Community User's Guide.

Check out the IAAP International Library for the new membership booklets. These will help you with recruitment, retention, publicity and much more. They're easy to find. Go to the IAAP Web Community and click the "Resources" tab. Under that you'll see IAAP International Library. Click that and you'll see a list of folders. Choose "Membership Atlas Series Booklets" to find everything you need for a successful year.

Also in the web community are all the Action-Direction documents. Listed is Action-Direction from 2000 to 2011. Scroll down to the bottom and find the most current one.

With the new year comes the changes in our certification program and how we mark our designations. I've had many questions about when we change and how we change and what it means—WHEW—a lot of questions. Here's what will happen. Sometime after the November exams, the staff at headquarters will inform all of you when to change your designation, what to change it to and send along instructions. I do know that we will not be automatically issuing new certificates and plaques but you can order one if you desire. So, sit tight. In a few months we'll have the nuts and bolts information, including information about ordering.

I want to personally challenge all of you to be a part of making IAAP remarkable. It's a process and it starts with you. Soon, we'll send out a call for nominations for international office and for the RTF Trustees. Is it time for you to take the step and serve? Think about it. Below is a list of leadership action items and the dates these communications will be sent via email:

October 1: Call for Nominations for International Office and RTF Trustees. Instructions on the nomination process as well as the application forms will be sent to all division and chapter Officers and affiliate presidents.

October 15: Procedures for Submitting Bylaws and Standing Rules Amendments. Find instructions for submitting proposed amendments to the International Bylaws and Standing Rules to be considered at the Grapevine Annual Meeting in July, 2012.

November 1: Request for Committee Volunteers for the 2011-2012 IAAP Year. These will include the necessary forms to apply for positions on the International Committee on Nominations and International Bylaws and Standing Rules Committee for IAAP and for the Retirement Trust Foundation Committee.

Detailed information on the above will be provided in future communications accompanying the individual forms.

Thanks for joining me on the journey to remarkable!

Member Spotlight: Mary Dyster, CPS/CAP



This month's Spotlight Member is Mary Dyster, CPS/CAP. I sent Mary a few questions via email to learn more about her.

Q: Who do you work for and for how long have you been with them?

A: I worked as an Air Force civil servant for over 21 years. I retired July 2009.

Q: What did you enjoy most about working for the Air Force?

A: My husband was active duty Air Force stationed at Ramstein Air Force Base in Kaiserslautern, Germany when I was hired by the Air Force as a civilian. I was fortunate to be able to continue my employment with the Air Force as my husband transferred to various locations both overseas and in the United States. Every employer has some negative aspects. For me the Air Force was a

wonderful employer with far more positive aspects that out-weighted any negative aspects.

Q: How long have you been an IAAP member?

A: I have been an IAAP member since 2002 when I was first introduced to IAAP at the Kaiserslautern Chapter's 2002 Administrative Professionals Day event.

Q: What do you like most about being an IAAP member?

A: IAAP membership can be extremely beneficial to administrative professionals. Members have the advantage of a being involved in a professional organization while having the opportunity to take advantage of numerous education, networking and leadership opportunities. The opportunities offered through IAAP enable members to learn new skills and grow which provides its members with confidence that will benefit them in every aspect of their life. I have grown and learned so much through my membership. My membership has provided me with so many opportunities. I would have never imagined all that I have gained through my IAAP involvement. It is really true that the more you put into IAAP the more you will get out of their membership.

Q: What education or special certifications have you found useful in your job?

A: I achieved my CPS certification in November 2005 and my CAP certification in May 2006. My CPS/CAP certifications were definitely the most useful to my job. My CPS/CAP certifications opened doors for me that I would never have imagined they would. I learned about certifying when I joined IAAP and I set a goal to achieve my CPS and CAP certifications shortly after joining IAAP. It took me nearly four years because I kept making excuses why I could not do it. After attending the 2005 IAAP international convention in Denver I made the commitment to sit for the CPS exam the following November. It was the best thing I have ever done for myself and my career.

Q: Can you tell us more about your family?

A: My husband and I will celebrate our 45th wedding anniversary in December of this year. We have two children four grandchildren and one great grandchild. Our son works for UPS and our daughter is employed by Arapahoe County. They are both extraordinary individuals and great parents. We are very proud of them and their families.

Q: Name one item on your bucket list.

A: My husband and I have lived oversea for many years having the opportunity to travel and see many countries. Our goal since retiring has been to travel within the United States. The top item on my bucket list is to continue our travels seeing and doing as much as we can.

Q: Tell us something about yourself that most people do not know about you.

A: I was born on Friday the 13th.

Q: What is your true passion in life (other than being an IAAP member)?

A: I truly believe we should never stop learning and challenging ourselves. I do my best to live my life accordingly.



OfficeTeam Research Reveals Importance of Understanding Work Styles

Submitted by IAAP on Tuesday, 04/05/2011 - 00:00

MENLO PARK, CA -- Great minds don't always think alike, a new OfficeTeam study suggests. In fact, work styles vary based on individual personality traits, communication preferences and organizational methods. While most (**70 percent**) administrative professionals surveyed said it could be challenging to team up with colleagues who don't have styles similar to their own, two-thirds (**66 percent**) recognized benefits to collaborating with those who approach things differently.

The study was developed by OfficeTeam, the International Association of Administrative Professionals (IAAP) and Insights Learning and Development and includes responses from 3,249 administrative professionals in the United States and Canada. The full survey results are featured in *Your Work Style in Color: A Colorful Approach to Working Relationships*, a research guide available at www.officeteam.com/workstyle. The guide is accompanied by an online survey where users can identify their work style.

Key Findings

- A majority (**81 percent**) of administrative professionals prefer to collaborate with colleagues who have similar work styles.
- **Seventy percent** of support staff said it could be challenging to team up with someone who has a different style, but **66 percent** cited benefits to working with those who approach things differently.
- **Sixty-five percent** of administrative professionals said they adapt to their manager's work style to a great extent; **58 percent** indicated their supervisor only adjusts "somewhat" to their preferences, and **14 percent** said their manager doesn't adjust to their style at all.

"At work, employees who have differing perspectives and approaches bring fresh ideas to projects," said OfficeTeam executive director Robert Hosking. "You can improve team collaboration by taking advantage of complementary strengths and adapting your own work style to suit the situation."

Partnering With Different Work Styles

More than eight in 10 (**81 percent**) administrative professionals admit they prefer working with someone who has a style similar to their own. It might sound attractive to partner with people who think and behave like you do, but most offices bring together individuals with various strengths and personalities. While **70 percent** of respondents said it could be challenging to collaborate with someone with a very different style, **66 percent** recognized benefits to working with those who have alternate approaches.

Finding the Right Balance

Successfully interacting with others requires a little give and take, but, according to the study, support staff are doing more of the bending. Nearly two-thirds (**65 percent**) of administrative professionals said they "greatly" adapt to their boss's work style. However, the majority (**58 percent**) indicated that their supervisor only adjusts "somewhat" to their preferences. And **14 percent** said their manager doesn't adapt to their style at all.

OfficeTeam offers three tips for overcoming conflicting work styles:

- **Take the high road.** Your attitude, effort level and reactions are all in your control, even if others' behavior isn't. If an issue arises or you disagree with someone, always be positive and professional. You don't have to be best friends with everyone -- you just need to find a way to collaborate effectively with them.
- **Work with what you have.** Accept the person you're working with as he is, perceived quirks and all. If your colleague prefers scheduled meetings and you like to simply drop by, try it his way to reduce conflict.
- **Get on the same page.** Simple miscommunication -- such as the desired outcome of a project -- can cause friction. Arrange a face-to-face meeting with a colleague to make sure you're on the same page, and follow it up with an email recapping what you discussed.

Additional advice for improving team collaboration can be found in *Your Work Style in Color: A Colorful Approach to Working Relationships* at <http://www.officeteam.com/workstyle>

The Housing Subsidies Program for Admins in Need of the Retirement Trust Foundation

The Retirement Trust Foundation was created in 2000 from the Retirement Centers Trust of the International Association of Administrative Professionals. This independent, non-profit organization is administered by a six-member Board of Trustees, four of whom are elected at large from the membership of IAAP and serve with the IAAP International Vice President and IAAP Treasurer.

The RTF is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for use of the RTF are deductible for Federal estate and gift tax purposes.

Since its inception for charitable purposes in 1947, the RTF mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need. The demand for comfortable, affordable housing for retired administrative professionals is growing, and along with the grants from the Housing Subsidies for Admins in Need (HSAN) Program, the RTF helps fill that need with Vista Grande.

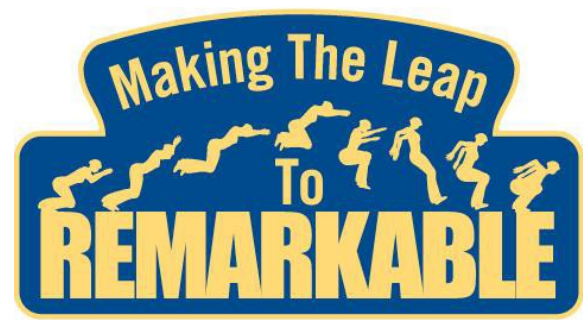
IAAP, through the RTF, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to the RTF by the IAAP membership, with no corporate or association sponsorship.

However, the RTF realizes that not every administrative professional age 55 and older can (or wants to) live at Vista Grande. As a result, in 2003 the Foundation's Board of Trustees began a new program: the Housing Subsidy for Admins in Need Program. The cornerstone of the program is providing rental subsidies for those individuals who qualify for the program. Through this service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need). The Retirement Trust Foundation Housing Assistance and Vista Grande Grant policies were adopted March 20, 2010. To apply for HSAN one needs to download and fill out the Financial Assistance Application and follow the directions for submitting the form.

The Housing Assistance Policy which outlines the program parameters can be viewed by visiting the Trust website at www.iaap-rtf.org/programs/ain.html. If you feel you are qualified for program consideration (or know someone who is qualified), please complete the Financial Assistance Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2011.

When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the RTF has built and maintains just such a center. Through the HSAN Program, the RTF can ensure that Della Herring's dream lives on. Were she here with us today, certainly her vision would encompass helping retired admins live in retirement facilities where they choose. Della Herring was a visionary who gave the first dollar toward the dream of housing assistance for retired admins. Like Vista Grande, the HSAN Program is funded through contributions.

For additional information about the Trust, please visit the Trust's website at www.iaap-rtf.org.



2011-2012 GROWTH PROGRAMS

Member Recruitment Rewards Program

The International President will send monthly emails to members who recruit at least 1 new member (not transferring member) during 2011-2012 year.

October Membership Drive*

The top 5 IAAP chapters that conduct a Membership Drive during the month of October 2011 and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Chapter entry forms must be received at IAAP Headquarters by November 30, 2011. New members and transfers must join the chapter by November 15, 2011 and a minimum of 5 new members must join to be eligible for this contest. Submit only one entry for this contest period.

2012 Administrative Professionals Week Membership Drive*

The top 5 IAAP chapters that conduct a Membership Drive during an Administrative Professionals Week event that incorporates the International Theme and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Chapter entry forms must be received at IAAP Headquarters by May 30, 2012. New members and transfers must join the chapter by May 15, 2012 and a minimum of 5 new members must join to be eligible for this contest. Submit only one entry for this contest period.

Build a Chapter Program*

Any chapter or division that sponsors a new IAAP chapter** in the 2011-2012 year will receive an IAAP gift certificate in the amount of \$150.

* IAAP gift certificates cannot be used for purchases at the IAAP Logo Store (IAAP Zazzle Store).

**Student chapters do not count in this program.



Make your "Leap to Remarkable" by becoming a member of IAAP.

- Enhance your career as an Office Professional.
- Improve your leadership skills, technical skills, and develop a networking base.
- Learn more about taking the first step to becoming a Certified Administrative and Organizational Management Professional CAP/OM to set yourself up for greater learning and promotional opportunities.
- Build relationships and friendships with others in the administrative field.

Join us for refreshments and an informational meeting at our
FREE Enhance Your Career Seminar on October 26, 2011
from 6-8 p.m. at the Office Scapes Building located at
2506 Zeppelin Road, Colorado Springs, CO 80916



Please RSVP to Robin Petrovich
Pikes Peak IAAP Membership Chair
At 201-1712 or by email: rpetrovich@msn.com

Hosted by the Pikes Peak Chapter IAAP
Membership Committee

Avoid bad habits to keep your job safe

In today's competitive job market, employers can afford to be picky about whom they employ, and, more than ever, bad habits can cost you your job. Your attitude, your work habits and even the way you dress can potentially affect your work status, according to *Forbes.com* article, "Ten Workplace Habits That Could Cost You Your Career." Have you ever found yourself in career jeopardy because of a personal habit of yours? What was it and how did you overcome it?

To read more, see the link below:

<http://www.forbes.com/sites/meghancasserly/2011/09/19/10-workplace-habits-that-could-cost-your-career/>



The RTF needs all of you! Please continue to help share the word about the Housing Subsidy for Admins in Need (HSAN) Program of the Retirement Trust Foundation. This important program provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. Assistance is accessible to all members within the six districts of IAAP.

The next deadline date to submit applications is fast approaching -- November 15th. If you or someone you know needs housing assistance and meets the housing requirements, please go to the RTF web site at www.iaap-rtf.org for more information about the program and to find the application, or contact IAAP Headquarters and ask for the Controller's office for assistance.

THE RTF STANDS READY TO HELP ADMINS IN NEED!

Six Keyboard Shortcuts You Should

Quick quiz: Do you know what the CTRL-F keyboard shortcut does in most applications? If you aren't sure, don't worry; 90 percent of computer users don't, either. Depending on the program, there are hundreds of keyboard shortcuts that can make life easier, but this *Lifehacker.com* article, "Six Keyboard Shortcuts Every Computer User Should Know," highlights some of the most important ones.

To read more, see the link below:

<http://lifehacker.com/5836288/six-keyboard-shortcuts-every-computer-user-should-know>

PLEASE
FILL OUT
THIS PAGE
AND BRING
TO THE
NEXT
MEETING
OR EMAIL
IT TO
ROBIN
PETROVICH
AT THE
ADDRESS
LISTED
BELOW.

IAAP – Pikes Peak Chapter Member Information for Roster

Please provide the following information for our chapter roster. The Quick Reference roster includes only name, phone, and e-mail address of your contact preference as well as software expertise. Please let me know if you want any of these items excluded from the Quick Reference roster. If you need additional room, please use a separate sheet of paper and submit with roster.

Name				
Home Address				
City/State/Zip				
Home Phone		Home Fax		
Cell Phone				
Email Address				
Birthday				
Spouses Name				
Children's Name(s)				
Employer				
Title				
Work Address				
City/State/Zip				
Work Phone		Work Fax		
Email Address				
Certifications		Date		
		Date		
When Joined IAAP				
Software Expertise				
Contact Preference	Home	<input type="checkbox"/>	Work	<input type="checkbox"/>
Office(s) Held		Date		
		Date		
		Date		
Chairmanship(s)		Date		
		Date		
		Date		
Committee(s)		Date		
		Date		
		Date		
Other Accomplishments and Certifications (MoTY, Division or International)		Date		
		Date		
		Date		
		Date		
		Date		

Please send to the following individual: Robin Petrovich, rpetrovich@msn.com, Roster Chair
Please Reference: "IAAP Membership Roster" in the subject line. Thank you.

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To get the above document in Word format go to :
<http://www.iaap-pikespeak.org/PikesPeak/AbouttheChapter/MembersOnly/MembershipRosters/>

START SAVING **TODAY!**

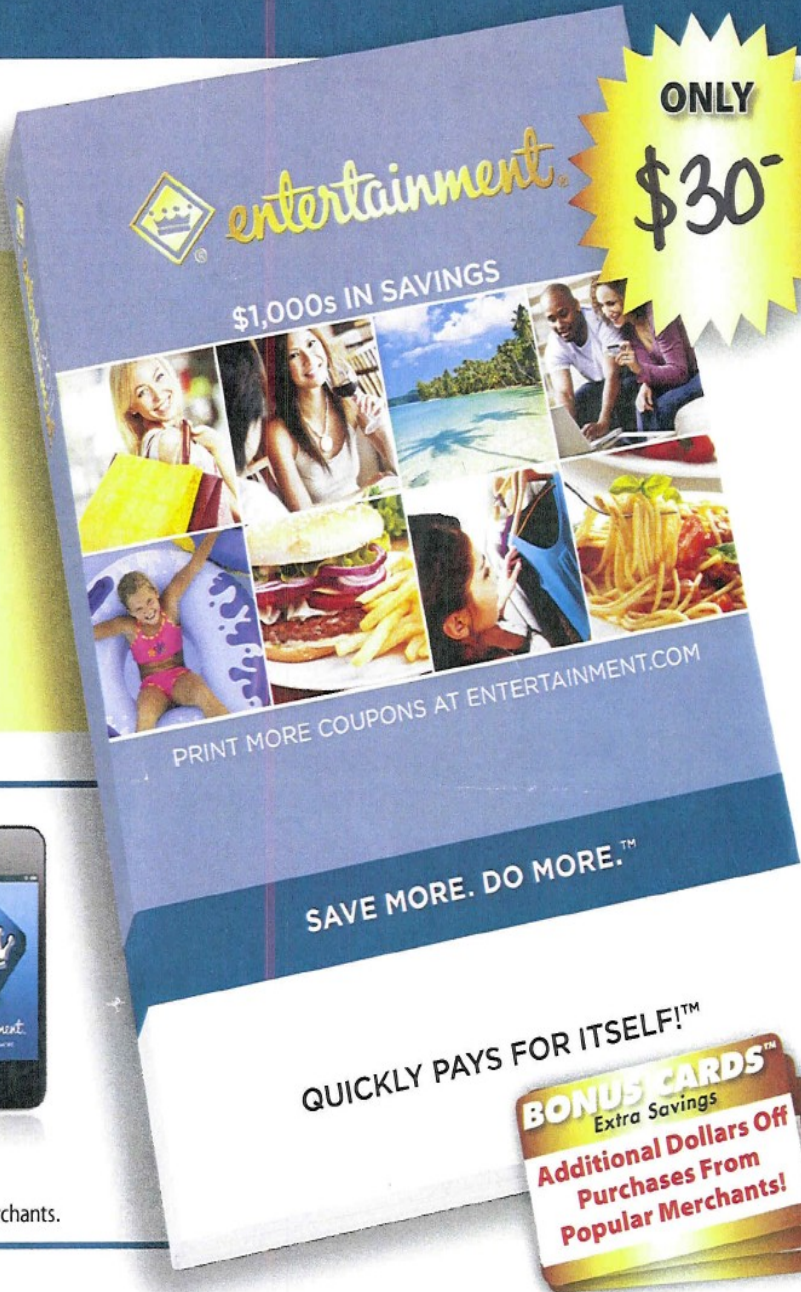
UP TO 50% OFF AT YOUR FAVORITE RESTAURANTS

BIG SAVINGS ON TRAVEL, SHOPPING, SERVICES AND ENTERTAINMENT

NEW "ON THE GO" BENEFITS INCLUDE:



Frequent Values® Key Tag & Mobile App
Up to 20% off by showing the card at participating merchants.



PLEASE SUPPORT OUR FUNDRAISER!

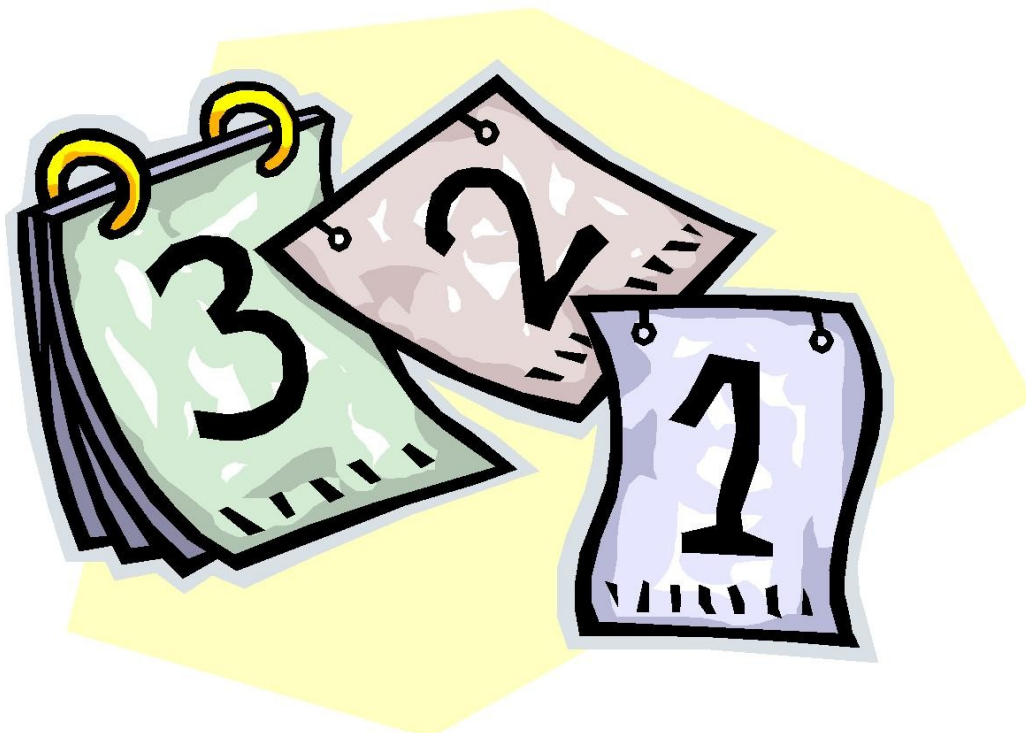
Chapter Meeting and Event Schedule



Date	Topic	Location
September 13, 2011	Welcome to the 2011-2012 IAAP Year Presenter: Bobbie Pratts, CPS/CAP, President	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
September 15, 2011 (Computer Class) (7-8 p.m.)	Excel (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
October 11, 2011	Strategic Planning Presenter: Carol Hardin, CPS/CAP	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
October 13, 2011 (Computer Class) (7-8 p.m.)	Powerpoint (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
October 26, 2011	Enhance Your Career	Raytheon
November 5, 2011	Certification Breakfast Provided for all Certified IAAP Members or those who have registered to test in November 2011 or May 2012	TBD
November 10, 2011	New Member Installation Minding Your Business Presenter: Terry Zarsky, PPLD	Penrose Library - Carnegie Room 20 North Cascade Colorado Springs, CO 80903
December 13, 2011	Holiday Social/ Silent Auction	World Arena 3185 Venetucci Blvd. Colorado Springs, CO
December 15, 2011 (Computer Class) (7-8 p.m.)	Digital Photo (10) Presenter: David Rasmussen, PPLD - Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
January 10, 2012	Past President Recognition Downloadable Devices Presenter: Terry Zarsky, PPLD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
February 14, 2012	New Member Installation Using Social Media to Advance Your Career Presenter: TBD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
February 16, 2012 (Computer Class) (7-8 p.m.)	Excel II (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
March 13, 2012	People Reading - That Vital Role that Active Listening Plays in Effective Communication Presenter: TBD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904

Chapter Meeting and Event Schedule

Date	Topic	Location
March 15, 2012 (Computer Class) (7-8 p.m.)	PowerPoint II (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
April 10, 2012	Building Trust Presenter: TBD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
April 12, 2012 (Computer Class) (7-8 p.m.)	Publisher (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
April 23-27, 2012	Admin Professionals Week Activities to be Announced	
May 8, 2012	Election of 2012-2013 Officers New Member Installation Feng Shui - Leapin' Frogs! Presenter: Janet Marletto, FS Consultant	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
May 10, 2012 (Computer Class) (7-8 p.m.)	TBD (Previous Months Attendees Choice) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
June 12, 2012	Installation of Officers End of Year Awards Presenter: Bobbie Pratts, CPS/CAP, President	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904



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