

PASSION & PURPOSE

PIKES PEAK CHAPTER

Cog Road

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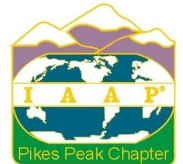
SPECIAL POINTS OF INTEREST:

- Pikes Peak Chapter meets the second Tuesday of each month Sept through June at 5:45 p.m.
- Co Springs Utilities (CSU) Leon Young Service Center 1521 Hancock Expressway
- Visit us online: <http://www.iaap-pikespeak.org>

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Happy 66th Anniversary!



Dear Chapter Members,
Happy 66th Anniversary to the Pikes Peak Chapter!
The Pikes Peak Chapter was chartered on October 29, 1944. We have seen many different types of leadership over the years and are thankful to all of our past presidents for their conviction and direction. Because of them, our chapter remains strong. We are a vital part of IAAP's history and as it continues to change to meet the needs of our members, we too continue to thrive and flourish. Our personal and professional lives are enhanced due to our involvement with this successful chapter and organization.

A big **THANK YOU** to each and every member who attended the September meeting! We managed to cover many items—one of which was having every Committee Chair position filled and encouraging each member to participate in at least one committee. You should all be very proud! Even if you were unable to sign up for one of the committees due to other commitments, we thank you for your participation in attending

the monthly meetings. We are an unbeatable team and I appreciate each and every one of you!

I would personally like to invite all of you to our Enhance Your Career event on October 16th. In addition to attending the meeting, I challenge each of you to bring at least one person with you. It might simply be a co-worker, a neighbor, or a friend. Any new member to join our organization in October will do so at a discounted price—CO-WY-MT division dues for the month of October have been waived. IAAP Headquarters has also offered \$150 to the chapter with the most new members during this month.

There will be a contest beginning at the Chapter meeting in October. Anyone who brings a guest to our Enhance Your Career event or any IAAP chapter activity will receive a ticket. In June we will draw for a winner of a special prize. It's completely up to you how many entries you contribute. Additionally, you will be helping to increase our membership

which is one of the goals that we've designated with our Strategic Planning Committee.

October is going to be a busy month for us. The Chapter Meeting, Enhance Your Career Event, a scrapbooking evening, Happy Hour Social, APW kick-off meeting and don't forget Boss' Day! I would like to ask that each of you send me your Boss' name and contact information as soon as you read this newsletter. The Pikes Peak Chapter would like to recognize your Boss along with your own recognition of them.



Very sincerely,
Gloria Viebrock
Chapter President



KNOW YOUR IAAP HISTORY: The first IAAP Chapter established in the State of Colorado was the Pikes Peak Chapter. Chartered October 29, 1944, the Pikes Peak Chapter is 66 years old! Happy Birthday!

TRIVIA: Our organization is known today as the International Association of Administrative Professionals. When was IAAP first established and what was its original name?
(Don't miss the answer in next month's COG Road.)

Did you know?

Pikes Peak Chapter Meeting Minutes can be found online at:

<http://www.iaap-pikespeak.org/IAAPHQ/PikesPeak/AbouttheChapter/MembersOnly/MeetingMinutes/Default.aspx>

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact Kellie Burton, District Public Relations Manager at (720) 488-2794 or email: kellie.burton@rhi.com.

National Boss Day (Bosses Day)

OCTOBER 16, 2010

National Boss Day is October 16 each year. When the holiday falls on a weekend, it is generally celebrated on the working day closest to October 16.

National Boss Day offers employees an opportunity to recognize those positions. Popular ways to say "thanks" include cards, a lunch in the boss's honor, flowers, or gift certificates.

National Boss Day was started in 1958 when Patricia Bays Haroski, then an employee at State Farm



Insurance Company in Deerfield, Ill., registered the holiday with the Chamber of Commerce of the United States. She designated October 16 as the special day because it was her father's birthday. Ms. Haroski's purpose was to designate a day to show appreciation for her boss and other

bosses. She also hoped to improve the relationship between employees and supervisors. She believed young employees often do not realize the challenges bosses face in running a business.

Temporary Work: An Overlooked Option?

As companies bounce back from the downturn, they are adding new staff. But many aren't yet able to hire full-time workers, so they are turning to temporary professionals instead. Some job seekers overlook temporary work, largely because of persistent myths about what it does or does not entail. Here are four myths commonly associated with temporary work and the realities behind them. Don't let the following misconceptions stop you from considering a potentially beneficial interim opportunity.

Myth #1: Temporary work doesn't look good on a resume.

Reality: Temporary assignments can — and should — be assets on your resume. List the staffing firm as your employer and then describe the job duties you have

performed for various companies. Experience gained through interim assignments can often boost your qualifications in the eyes of a potential employer.

Myth #2: Temporary work will interfere with my search for a full-time position.

Reality: Many businesses view interim engagements as a way to evaluate individuals for full-time roles and often hire temporary workers they've had an opportunity to observe firsthand. Project work also allows you to enhance your skill set, make new contacts and earn an income while continuing your search for a full-time job.

Myth #3: Temporary assignments don't offer competitive compensation.

Reality: Temporary and

contract positions typically offer rates on par with salaried ones, and individuals with the most sought-after skills can often command a premium.

Myth #4: Working with a staffing firm will cost me money.

Reality: Respectable staffing firms never charge candidates for their services. All the fees are covered by the company that is hiring. If you decide to pursue temporary work, register with a staffing firm that specializes in the administrative field. Representatives from these companies have deep networks within the local business community. They can truly understand your professional preferences and goals and can effectively market your qualifications to employers.

Chapter Committee Announcements

Community Service Project: Marian House Client Services

Marian House Client Services provides emergency and transition services to people who come into the Marian House for a meal, as well as people in the broader community who call in for assistance. They provide services to low-income families, the working poor, seniors on a fixed income, veterans, people who are homeless, and anyone else in need.

During October and November, Pikes Peak Chapter will be collecting items for Marian House. They are in need of personal hygiene items for men and women. Any travel size donation of the following items are welcome & appreciated: razors, soap, toothpaste, toothbrushes, deodorant, shampoo, hair conditioner and body lotion. Please bring your donations to the October and November chapter meetings.

Thanks for your support of this important ministry.

Lily Wright

Community Service Chair



FROM THE WAYS AND MEANS COMMITTEE (PEGGY GRAY, CHAIR)

FALL FUNDRAISER

Hello!

We want to take this time to introduce ourselves, our names are Shanna Hamner and Suzanne Matel, we are Independent Directors for Scentsy Wickless Candles and we are honored to host a fundraiser for the International Association of Administrative Professionals (IAAP). Scentsy is a wonderful fundraising opportunity in which 25% of your total sales go to your organization. This is a fun and easy alternative to the candy and nut sales that many other organizations use for fundraising.

Why Scentsy? Scentsy products are wickless, flameless, soot free, very long lasting and come in a huge variety of amazing fragrances. Scentsy products are the safest alternative to traditional flamed candles. Our products are also child, pet and environment friendly.

We offer our ENTIRE commission from your total sales, which is 25%, to the Pikes Peak Chapter, IAAP!!!! Commission is based off of Scentsy sales excluding tax.

Awards will be given to the top 2 sellers:

Seller #1: Full Size Scentsy Warmer & 3 Scentsy Bars (of your choice)

Seller #2: Scentsy Plug-In Warmer & 3 Scentsy Bars (of your choice)

The fundraising packets will be distributed at your next meeting on October 12th and we will have a display set up as well. In the meantime, if you would like to browse all of our products, please feel free to visit us on our website www.ssky.scentsy.us or www.smatel.scentsy.us.

Warmly,

Shanna Hamner & Suzanne Matel, Independent Scentsy Directors

ssky0103@msn.com & suzannematel@msn.com

(719) 964-7515 & (719) 684-5121





Chapter Meeting and Event Schedule

- | | | |
|---------------|--|---|
| Sept 14, 2010 | Welcome to the New 2010-2011 Year | (No Speaker) |
| Oct 12, 2010 | Ergonomics Education: **Human Factors And Ergonomics Program and Fall Fundraiser - "Scentsy"
**NOTE: RECERTIFICATION POINTS WILL BE AWARDED | Keith Osborne |
| Oct 16, 2010 | Enhance Your Career / Chapter Membership Drive | |
| Oct 26, 2010 | Happy Hour Social, 5-7pm
Elephant Bar, 7585 N. Academy | |
| Nov 9, 2010 | Advanced Administrative Skills:
<i>Admin Requirements When Supporting Senior Management and RTF Presentation</i> | Tommy F. Crawford
VP, Lockheed Martin
& Maj Gen (Ret) |
| Nov 13, 2010 | 6th Annual CPS/CAP Certification Breakfast | |
| Dec 14, 2010 | Annual Holiday Social, Gift Exchange, Silent Auction & Dessert Contest | |
| Jan 11, 2011 | Past Presidents Recognition | |
| Feb 8, 2011 | Professional Dress Code and Dressing For Success | TBD |
| Mar 8, 2011 | Changes in Job Requirements for Administrative Assts—HR Perspective | Deanna Duca, HR
Lockheed Martin |
| Apr 12, 2011 | Violence in the Workplace: Using Critical Thinking Skills for Prevention | Officer McDonald
Fountain PD |
| Apr 27, 2011 | Administrative Professionals Day Seminar and Luncheon | TBD |
| May 10, 2011 | Generation "Y"
and Election of Officers 2011-2012 | Cindy Oakes,
OfficeScapes |
| Jun 14, 2011 | Installation of Officers 2011-2012 | |

Questions? Comments?
Feedback?
Contact your COG Road
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ppciaapnewsletter@
yahoo.com
or
Angie.guerrero@
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Meet Your 2010-2011 Chapter Board

Editor's Note: Last month's COG Road featured our Board President Gloria Viebrock, President Elect Bobbie Pratts CPS/CAP, Vice President Cheryl Sanfilippo and Treasurer Paula O'Keefe! This month we feature our remaining Board members.

Chapter Liaison Susan "Susi" Hengel has been a member of IAAP for over 20 years and is an Executive Assistant for WAY-FM Media Group Inc. She and husband Jeff have a daughter and a son (Jessica and Seth) and several pets that share their home here in Colorado Springs. Susi moved to the Springs from San Diego County. Susi has found that her membership serves her best when she serves her Chapter. She uses her experience to further both her personal and professional growth. Her favorite quote is "If it is to be, it is up to me."

"The very essence of leadership is that you have to have vision. You can't blow an uncertain trumpet."

~Theodore M. Hesburgh

Recording Secretary Marian Fitzwater CPS/CAP joined IAAP in 2008 and hails from Elkridge, MD.

Marian is employed by OfficeTeam and has one daughter, Janine (who drives a big rig for a living). Marian is motivated by the enthusiasm she sees and hears from her fellow board members and all the members of our chapter. Her favorite author is Mary Higgins Clark and her favorite color is red

or purple. **Parliamentarian Carla Hall CAP** has been an IAAP member for 32 years and is employed by USA Volleyball as Manager, Intl Programs and Executive Operations. Carla calls Omaha NE her hometown and she and husband Glenn have a cat named Shadow. Carla's motivation

is to help our Chapter maintain its role as a leader within the Division. She has seen a multitude of changes in the business world and within (NSA/PSI) IAAP during her membership. She feels it is exciting to work with the members and the Board of Directors for the betterment of the profession. Carla's favorite author is Nicholas Sparks and she enjoys photography, hiking and traveling.



October Birthdays:

Paula O'Keefe CPS/CAP—4th
Christine Schemmel CPS/CAP—5th
Kerstin Von Hoene CPS/CAP—6th



Congratulations!

Member Anniversary Milestones:

Michelle Gardner—1 yr
Linda Valinho—1 yr
Paula O'Keefe CPS/CAP—3 yrs
Jennifer Franks CPS—4 yrs
Ellen Polyard—8 yrs
Aubree Lujan CPS/CAP—8 yrs
Michelle Donovan—8 yrs

WELCOME

New Member:

V. Dianne Hagmaier
Air Force Space Command,
Peterson AFB

WORD OF THE
MONTH:
DIVERSITY

“Diversity means many different types. Everybody is different: so all together, all people are diverse. Having a different personality, height, size, hair color, skin color, eye color (and just about everything else) makes people diverse. That is what makes us each unique, or different”



Find your... **PASSION & PURPOSE**

PIKES PEAK CHAPTER

Are you looking for a way to enhance your career as an Administrative Professional?

Are you wanting to improve your leadership skills, technical skills and/or networking?

Are you looking for professional certification to set yourself up for greater earning and promotional opportunities?

Are you wanting to build relationships and friendships with others in the administrative field?

If you answered, “yes” or even, “maybe” to any of the above then IAAP is the right professional organization for you. Come and find out more at our FREE Enhance Your Career Seminar on October 16, 2010 from 9-11 a.m. at 175 South Union (Printers Park Medical Plaza). Refreshments will be served and there will be great fun for all.

Please RSVP to Marilyn Sullivan, CPS at 365-1461 or by E-mail: marilyn.sullivan@memorialhealthsystem.com

Hosted by the Membership Committee,
Pikes Peak Chapter IAAP



Retirement Trust Foundation (RTF)

A Brief History of The Trust

Believe it or not, The Trust is more than just pins and fundraisers. Read on for a brief history of IAAP's own 501(c)3 charitable foundation!

At a meeting of the Memphis chapter of Secretaries International, Della Herring asked why secretaries didn't have a retirement home. She proposed establishing just such a center, and contributed the first dollar to a fund toward that end. The project continued, and in 1951, when the National Secretaries Association merged with Secretaries International, the project was continued. At approximately the same time, it was decided that the project warranted its own organization, and the National Secretaries Home Association was formed.

In 1958, the NSA membership took perhaps the most important step in the RTF's history: the National Secretaries Association and the National Secretaries Home Association boards were directed to execute a Declaration of Trust. This Trust gave the NSHA the authority to independently manage the fund.

The NSHA continued to take donations and look for possible sites on which to build their retirement center, and in 1967, approximately 6.7 acres of land were acquired in Rio Rancho, New Mexico. Soon after, the NSA Retirement Center became the official name of the world's first retirement center for secretaries.

December 1970 saw a flurry of activity. The NSHA signed a contract with a construction company, an FHA-insured loan was signed, and construction began on the new retirement center. Less than one year later, the first residents, Jess and Arthur Wignal, moved into their new home. In 1971, the name of the retirement center was changed to what we know it as today: Vista Grande.

In 1983, the trust was renamed to Professional Secretaries International Retirement Centers Trust, abbreviated to RCT.

In 2001, the International Convention delegates of IAAP approved dissolving the RCT and created the

Retirement Trust Foundation. The Internal Revenue Service approved operation as a 501 (c) 3 charitable foundation one year later.

Today, the RTF's mission statement is forthright: *The mission of the IAAP Retirement Trust Foundation is to assist needy, elderly administrative professionals.* The RTF now has programs in addition to Vista Grande, including a financial assistance program for retired IAAP members, RTF ReVisions, a quarterly newsletter, and a monthly e-newsletter *ReVisions 2.0*. Our programs benefit everyone, retirees and future retirees.

FROM YOUR RTF COMMITTEE:

The RTF Committee will be fund raising periodically during the 2010-11 chapter year and definitely at the October, November and December meetings. At the September meeting, members contributed \$80 for the Nose-to-Toes and \$39 from the sale of handcrafted greeting and note cards. Way to go, members! The Purple Pig will reveal its intake of "loose" change after the December meeting.



For the October meeting, members will have an opportunity to purchase grab bags for the amount that will be on the individual bags. Handcrafted/stamped cards will also be available for \$3 for a pack of 2. There are a variety of cards, including Christmas, winter holiday, halloween, thank you, birthday, and blank note cards. Purple Pig will again be hungry for any loose change.

The Nose-to-Toes drawing is always fun, so it will be done at the November meeting and the main prize will be half the evening's contributions for the nose-to-toes tickets. The handmade cards will also be available. The chapter has a silent auction at the December meeting and the RTF Committee will have items available for bid with all proceeds going to the RTF fund.

Please feel free to e-mail or call Carla Hall CAP or Rita Banister CAP if you have questions about the Retirement Trust Foundation, or would like to have special cards made. Carla's e-mail is Carla.hall@usav.org, 228-6800, and Rita's e-mail is rockusruby@yahoo.com, 358-7444.

**Pikes Peak Chapter
Board of Directors**

PRESIDENT:

Gloria Viebrock
C: 322-8771 H: 382-5588
dohertyone@msn.com

PRESIDENT-ELECT:

Bobbie Pratts CPS/CAP
bjpratts@att.net
H: 388-1400 W: 637-7051

VICE PRESIDENT:

Cheryl Sanfilippo
Cheryl.a.sanfilippo@lmco.com
H: 265-5076 W: 277-9914

RECORDING SECRETARY:

Marian Fitzwater, CPS/CAP
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CHAPTER LIAISON:

Susan Hengel
susanhengel@yahoo.com
H: 260-0330

TREASURER:

Paula O'Keefe CPS/CAP
paula1004@comcast.net
W: 594-8759 C: 229-7876

PARLIAMENTARIAN:

Carla Hall, CAP
Carla.hall@usav.org
W: 228-6800 H: 637-1571

CWM Division Officers

PRESIDENT

Leticia "Tish" Neff -
Book Cliff Chapter,
Grand Junction, CO

PRESIDENT-ELECT

Eileen Verosko, CPS -
Pikes Peak Chapter, Co Springs, CO

VICE PRESIDENT

Carol Hardin, CPS/CAP
Pikes Peak Chapter, Co Springs, CO

SECRETARY

Deanna Anthony, CAP
Rim Rock Chapter, Billings, MT

TREASURER

Andrea Latine, CPS
Denver Chapter, Denver, CO

PARLIAMENTARIAN

Sharon Hunvald, CPS
Denver Chapter, Denver, CO

**Note: For contact info for the CWM
Division Officers, visit their website at:
www.iaap-co-wy-mt.org

**2010-2011 International Board of
Directors**

PRESIDENT

Mary Ramsey-Drow, CPS/CAP

PRESIDENT-ELECT

Tamra Goodall, CPS/CAP

VICE PRESIDENT

Karlana Rannals, CPS/CAP

SECRETARY

Antoinette Smith, CPS/CAP

TREASURER

Judith Yannarelli, CPS/CAP

**Note the Intl Board of Directors also
includes the District Directors for Canada,
Great Lakes, Northeast, Northwest, South-
east, Southwest and one Affiliate Repre-
sentative.



Recertification points
will be awarded

MONTHLY MEETING NOTICE

Don't
forget to
RSVP!

DATE: Tuesday October 12th!!

PROGRAM: ERGONOMICS EDUCATION: HUMAN
FACTORS AND ERGONOMICS

SPEAKER: Mr. Keith Osborne

LOCATION: Leon Young Service Center
1521 Hancock Expressway
Colorado Springs, CO 80903

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

MENU: FROM BOSTON MARKET
Rotisserie Chicken, Garlic Dill New Potatoes And Steamed Vegetables

COST: \$12.00

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

HOSTESS: Peggy Gray **GREETER:** Linda Carmona **BEVERAGE HOSTESS:** Carol Hardin, CPS/CAP

RSVP: To Susi Hengel, Chapter Liaison at susanhengel@yahoo.com or shengel@wayfm.com. 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 7, 2010. 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.

Permanent Reservation List

*Cathy Andrew	*Pat Andries CPS/CAP
Lynn Dibben CPS	*Marion Fitzwater CPS/CAP
Carla Hall CAP	Carol Hardin CPS/CAP
Susi Hengel	*Paula O'Keefe CPS/CAP
Jean Reed CPS	Bobbie Pratts CPS/CAP
*Lily Wright	Chris Schemmel CPS/CAP
Cheryl Sanfilippo	Marilyn Sullivan CPS
Gloria Viebrock	Eileen Verosko CPS
Micki Vogt CPS	*denotes w/out meal