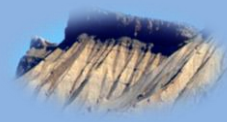


# Book Cliff Echoes



December 2009

A Publication of Book Cliff Chapter IAAP

Volume XV • Number 4



Turning Jobs  
Into Careers®

## Welcome to IAAP

2009-2010 •

Book Cliff Chapter •  
T.E.A.M Leaders

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### BOOK CLIFF CHAPTER IAAP

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### Book Cliff Chapter Committees

APW/Program ..... Dee Dee Crawford  
Audit ..... Melissa Medina/Bernice Stogsdill  
Karen Loughman CAP  
Bylaws & Standing Rules ..... Juanita Cosslett CPS  
Kym Bevins  
Historian/Scrapbook ..... Maria Pinder, CAP  
Certification/Education ..... Pearl Hasson, CAP  
Hospitality/Sunshine Fund Pam Lair/Lea Imer/Meg Fritts  
Marketing ..... Melissa Medina  
Membership ..... Jalane Glasgow, CPS/CAP  
RTF ..... Sally Lowrey  
Student Chapter ..... Alane Wooster  
Ways & Means ..... Chris Church/Pearl Hanson, CAP  
continued ..... Maria Pinder/Kristina Gragg  
Website/Newsletter .. Kyle-Sheldon Chandler/Pam Lair  
continued ..... Kristina Gragg /Louise Davidson  
Yearbook ..... Chris Church/Cherie Pedersen



## Book Cliff Chapter IAAP

## December Meeting

Merry Christmas

Book Cliff Chapter

Meets the 3rd  
Wednesday  
of each month



## December Holiday Social

**Date:** December 16, 2009

**Time:** Holiday Social Dinner 5PM-?

**Cost:** Professional Members - \$18

Students - \$5, Guests (no charge)

**Place:** Two Rivers Convention Center

Good Food

Fun & Games

Door Prizes

Great Friends

EVERYONE will be on a standing RSVP list and will be expected to attend our monthly meetings.  
REGRETS ONLY are to be sent to [sally@sallyonyourside.com](mailto:sally@sallyonyourside.com) not later than 9:00 p.m. the  
Thursday prior to the Wednesday meeting.

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[www.iaap-co-wy-mt.org](http://www.iaap-co-wy-mt.org)

#### 2009-2010 COLORADO-WYOMING-MONTANA DIVISION BOARD OF DIRECTORS

**President:** ..... Margaret Hartl, Rim Rock Chapter  
**President Elect:** ..... Tish Neff, Book Cliff Chapter  
**Vice President:** Eileen Verosko CPS, Pikes Peak Chapter  
**Secretary:** ..... Judy Smith CPS/CAP, Old West Chapter  
**Treasurer:** ..... Andrea Latine CPS, Denver Chapter  
**Parliamentarian:** ..... Debbie Brown CPS/CAP/RP

#### CWM DIVISION COMMITTEES

Annual Meeting ..... Angie Guerrero CPS  
 Bylaws/Standing Rules ..... Sharon Hunvald  
 Certification ..... Karen Loughman CAP  
 Membership ..... Aubree Lujan  
 New Chapter Builder ..... Tish Neff  
 Website ..... Nancy Upchurch CPS/CAP  
 Nominating .....  
 Retirement Trust ..... Debbie Brown CPS/CAP/RP  
 Futures Committee ..... Kathy Watkins



2009-2010

#### INTERNATIONAL BOARD OF DIRECTORS

**PRESIDENT** ..... Susan Shamali CPS/CAP  
**PRESIDENT-ELECT** Mary Ramsay-Drow CPS/CAP  
**VICE PRESIDENT** ..... Tamra Goodall CPS/CAP  
**SECRETARY** ..... Janine Riemersma CPS/CAP  
**TREASURER** ..... Karenn Rannals CPS/CAP

#### NW DISTRICT DIRECTOR

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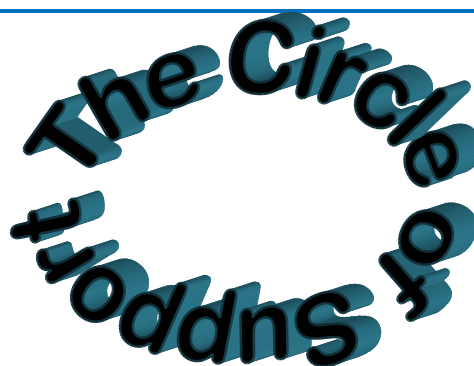
## CHAPTER PRESIDENTS MESSAGE



Karen Loughman, CAP

# POWER of Commitment

2009-2010  
 Book Cliff Chapter  
 Grand Junction, CO

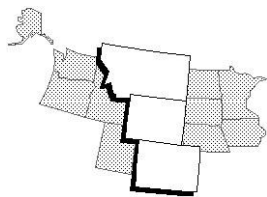


I am in the middle of completing the Book Cliff Chapter Strategic plan for 2009-2010. The process started on August 1 with a brainstorming session, where everyone walked around my house writing on flip charts any idea that came to mind for the various committees that support the Book Cliff Chapter. What a time of teamwork and fun we had that day! We were quite ambitious in the goal setting – starting with a whopping 50+ draft goals and narrowing it down to a mere 39!! So far, we have been equally ambitious in completing them, and I commend you for the actions that have already led to the completion of some of the goals.

Thank you for your participation in the strategic planning process. As I study the document and the relationships that are being created between the committees, it reminds me of the relationships between individuals and the importance of support for each other. It has been fun to be a part of this learning experience, and I hope you get something out of it too, no matter the level of your individual participation. If you were not able to be a part of the goal setting process, it's not too late to support your chapter through your participation in the completion of the goals and objectives.

The alignment with the Association's Mission Statement and Core Values becomes clear as we create and implement our goals. I am excited about this document. It will be a statement of support between the committees, bringing us all together as we play our parts in the success of the Association, the Chapter, and each member of the chapter...supporting each other as we learn and grow, and supporting our Association as it supports us in our career growth.

Your impact on the chapter is already resulting in a successful year and it is only December... I can't wait to see how the rest of the year unfolds!



## COLORADO- WYOMING- MONTANA DIVISION

### CWM Division Annual Meeting

June, 2010  
Cheyenne WY

### INTERNATIONAL CONVENTIONS

July 18-21, 2010  
Hynes Convention Center  
Boston MA  
July 18-22, 2011  
Montreal Convention Center  
Montreal QC  
July 22-25, 2012  
Gaylord Texas Resort  
Grapevine TX  
July 28-31, 2013  
Anaheim Convention Center  
Anaheim CA  
July 27-30, 2014  
Milwaukee Convention Center  
Milwaukee WI

### CERTIFICATION CONFERENCE

October 17-20, 2010  
Hilton Seelbach Hotel  
Louisville KY  
2011 – San Diego, CA  
March 8-10, 2010  
Grand Sierra Resort  
Reno NV  
2011 – Tampa, FL

# POWER of Commitment

2009-2010  
Book Cliff Chapter  
Grand Junction, CO

## Chapter News...

### Creamy Eggnog Punch

Makes: 30 servings, 1/2 cup each

#### What You Need!

8 cups (2 qt.) prepared eggnog  
2 tubs (8 oz. each) COOL WHIP Whipped Topping, thawed, divided  
1 tsp. ground cinnamon  
1 cup rum  
1 cup ice cubes  
ground nutmeg (optional)

**Make It!** MIX eggnog, 1 tub of the whipped topping and cinnamon in large bowl with wire whisk until well blended. Add rum and ice cubes; mix well. **SERVE** immediately or refrigerate until ready to serve. Top with dollops of remaining whipped topping just before serving. Sprinkle lightly with nutmeg.

*Yummy!*



**Merry Christmas IAAP Members!**

**Have a safe and festive holiday.**

**Did you know** that it takes an average of seven years for a Christmas tree to reach six feet tall? Some trees take as long as 15 years to grow to their harvesting height; others reach it in as little as four years.

Be sure to check out our chapter website.

<http://community.iaaphq.org/IAAPHQ/BookCliff/Home/Default.aspx>



### Congratulations Chapter Members!

★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★

December 09 & January 2010	Member	Birthday	Anniversary
	Maria Pender CPS		12/1
	Jaunita Cosslett CPS	12/3	
	Susan Habliston	12/18	
	Melissa Medina	12/19	
	Tish Neff	12/20	
	Kyle Sheldon-Chandler	12/26	
	Kristina Gragg	1/7	
	Cherie Pendersen	1/14	

Happy Birthday ~ Happy Anniversary

★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★★

**Member Mile Markers**



**IAAP**  
**Book Cliff Chapter**  
**Meeting Minutes**  
**November 18, 2009**  
*Pending Approval*



Present: Kym Bevan, Chris Church, Juanita Cosslett, DeeDee Crawford, Louise Davidson, Kristine Davis, Jalane Glasgow, Kristina Gragg, Sue Habilston, Pearl Hasson, Kristin Hoaglund, Ollie Hopeck, Reba Johnson, Pam Lair (guest Melton), Karen Loughman, Sally Lowrey, Janice McDonald, Melissa Medina, Deborah Monfea, Cherie Pedersen, Maria Pinder, Kyle Sheldon-Chandler, Laney Wooster, Clydi Evans and speaker Tammy Long.

Dinner began at 5:30, followed by the program of the evening, *Feng Shui*, presented by Tammy Long who is a retired Administrative Assistant from the Colorado State Patrol. Tammy is currently a certified Feng Shui Practitioner and began her own Feng Shui business in March..

The business meeting was called to order at 7:15 p.m.

### **Kudos and Thank Yous**

Kristina was recognized for doing such a great job on the newsletter. Kyle and Pam were recognized for doing such a great job on the web site. Karen thanked her Ad Hoc committee for the draft of goals they developed to assist her in developing her business plan. She will complete her business plan and distribute it via email. Kyle thanked members who met with her to assist her in developing a strategic plan. She also encouraged members to visit the Book Cliff website and view the video of the Leadership Conference that was held in Fort Collins last year.

Karen distributed pesos to those members who were wearing their IAAP name badges this evening and to those members who have posted their pictures to the website. The person with the most pesos at the end of the year will win a prize.

Jalane noticed that Karen did not have a Chapter President's pin, and presented Karen with her Chapter President's pin because it was Karen who made sure that Jalane received one when she was the Chapter President.

### **Approval of Minutes**

Karen made a correction to the October meeting minutes. It was Kyle and not Pearl that she thanked for chairing the Strategic Planning Task Force. The October meeting minutes were approved as corrected.

### **Treasurer's Report**

No bills were presented. Sally reported that the combined balance of the checkbook and CD is \$4,271.94. She also reported that at our last meeting we took in \$295 and spent \$570.17 which is a loss of \$275.17. Three members and two guests did not show for the meeting; however, the chapter still had to pay for their dinners. Discussions ensued regarding ideas for preventing this type of loss from occurring every month. Pearl suggested that we table this discussion for a later time when Karen had planned on addressing an issue that was related to this one. Discussions on financial loss were tabled.



### **Committee Announcements**

Karen thanked all committee chairs for sending their committee reports to her. Dedee announced an APD kick-off meeting that will be held at her house on December 1. She will distribute a reminder notice via email. Pearl asked that anyone considering taking the CPS or CAP exam in May advised her of such so that she may plan some study sessions. Melissa will take the exam in May, and several others are considering taking it.

### **Member Assistance Program Ideas**

Melissa, Pearl, and Karen met and developed several ideas for member assistance. One of their ideas includes having a fundraiser to form a pool of money to assist currently unemployed members with loans for dues and meetings. Laney recommend that any financial assistance just be given and not loaned because she was not sure members would want to take loans and go into debt for membership and meetings when they had so many other financial concerns at this point in their lives. Pearl suggested that members consider donating the \$2 in change they receive from a \$20 bill when paying for monthly meetings to the member assistance fund. Laney mentioned that this was a great idea but would cut into the Sunshine Fund because this fund always counts on members using their \$2 in change to purchase Sunshine Fund raffle tickets. Sheri suggested that anything over a pre-determined amount earned in the Sunshine Fund be donated to the member assistance fund.

### **RTF Presentation and Contribution**

Sally gave a presentation on the development, history, and current status of the IAAP Retirement Center.

Raffle tickets for a turkey were sold with proceeds being the chapter RTF contribution. A total of \$100 was earned. Pearl moved that the chapter match the RTF contribution up to \$100 for a total contribution of \$200. Juanita seconded the motion. There was no opposition and the motion carried.

There being no further business, the meeting was adjourned at 8:43 p.m.

Recording Secretary  
Laney Wooster



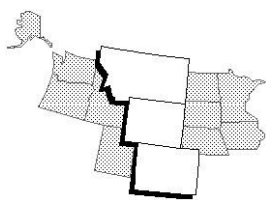
November Chapter Meeting

Guest Speaker

Tammy Long

*Certified Fengshui Practitioner*

Thank you for enlightening us!



## COLORADO- WYOMING- MONTANA DIVISION

### Colorado-Wyoming-Montana Division

**DON'T MISS THE UPCOMING C-W-M ANNUAL MEETING  
CHEYENNE, WYOMING  
JUNE 4-5, 2010**

**Janine Riemersma CPS/CAP,**  
2009-2010 International Secretary will be present at this event!

### To All CWM Division Members through Chapter Presidents:

The Old West Chapter would like you to contribute your blue badge holders that you obtained from past division meetings and send them to Cheyenne for use at the upcoming 2010 Division Meeting.

It is our desire to receive all badge holders by January 31, 2010 so that we may have enough time to purchase any additional ones need for the conference. We would appreciate if you would collect them from your chapters.

**EARLY REGISTRATION NOW AVAILABLE FOR 2010 EFAM IN BOSTON, MA  
JULY 18-21, 2010**

### International Education Forum and Annual Meeting 2010 EFAM Registration and Hotel Package Deal

For the first time in recent memory, IAAP is offering a special history making deal to help you attend the 2010 International EFAM in Boston. There is a secured number of packages offering 10% off your conference registration and 10% off your hotel stay at the Sheraton Boston when your prepay for both by **December 15, 2009**. Follow the link recently posted on the WEB Community to reserve your package deal today.

[http://www.iaap-hq.org/events/convention/hotle\\_reg\\_package.html](http://www.iaap-hq.org/events/convention/hotle_reg_package.html)

**APW is always the last full week in April. In 2010, Administrative Professionals Week is April 18-24 with Administrative Professionals Day on Wednesday, April 21**

## The Story of Santa's Reindeer

For many of us, Rudolph and the rest of Santa's reindeer are as much a part of Christmas folklore as the holiday spirit itself. But these classic characters are very much a modern addition to Christmas tradition.

The legend of Santa's reindeer began in the now famous poem, "The Night Before Christmas." The poem, written by Clement Clarke Moore in 1822 as a Christmas gift to his children, introduced the notion of Santa's sleigh being magically pulled by eight mythical reindeer:



*When, what to my wondering eyes should appear,  
But a miniature sleigh, and eight tiny reindeer,  
With a little old driver, so lively and quick,  
I knew in a moment it must be St. Nick.*

*More rapid than eagles his coursers they came,  
And he whistled, and shouted, and called them by name;  
"Now, Dasher! now, Dancer! now, Prancer and Vixen!  
On, Comet! on Cupid! on, Donder and Blitzen!  
To the top of the porch! to the top of the wall!  
Now dash away! dash away! dash away all!"*

But where was Rudolph, the most famous of all the reindeer, in Moore's poem?

Rudolph wasn't born until more than a century later. In 1939 the Montgomery Ward company wanted to give away a Christmas booklet as a promotional gimmick. The store tapped one of its best copywriters, Robert L. May -- a 34-year old father whose wife was terminally ill -- to author the booklet. With his knack for writing children's limericks, May was the perfect choice.

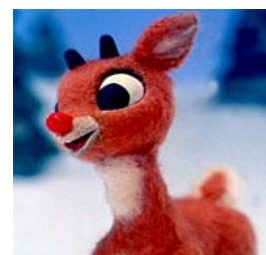
May sought out to create a hero for all children, but especially for those like himself, who were taunted and picked on for being smaller and slower than his peers. His vision led him to Rudolph the Red Nosed Reindeer, an underdog champion outcast for his glowing red nose.

Printed in 1939, the booklet reached a distribution of more than 2.4 copies through nationwide Montgomery Ward stores. Paper rationing during World War II curtailed production, but by 1946, more than 6 million copies of Rudolph the Red-Nosed Reindeer had been given out. But by then, May was a widower and single dad, in deep debt from his wife's medical bills. In 1947, though, May secured his financial future when Montgomery Ward granted him the copyright over Rudolph the Red-Nosed Reindeer.

May okayed the licensing of the first short animated film version of Rudolph in 1948 and in 1949, Gene Autry recorded the musical version of Rudolph the Red-Nosed Reindeer. That song went on to become the second best-selling song of all time ("White Christmas" is number one.)

The special place of Rudolph the Red-Nose Reindeer in America's Christmas culture was codified in 1964, when an animated version of the story was telecast for the first time. That beloved show has been aired every year since, making it the top Christmas show of all time.

*Merry Christmas*



## Office Tips & Tricks

**PM: JTLYK TPTB DBAU DQMOT CU L8R F2F?**

Have you noticed an increased use of acronyms in both your personal and business emails? Are you receiving messages that look somewhat like the title above?

Depending on your office culture, Blackberry usage or if you have a teenager in the house, you may come across messages that seem to be in another language.

**IOW = In Other Words**

**JK = Just Kidding**

**LOL = Laughing Out Loud**

**MYOB = Mind Your Own Business**

**OIC = Oh, I See**

**OTOH = On the Other Hand**

**OTP = On the Phone**

**POS = Parent Over Shoulder**

**ROTFL = Rolling on the Floor Laughing**

**RT = Real time**

**TAFN = That's all For Now**

**TIA = Thanks in Advance**

**TTYL = Talk to You Later**

**TWIMC = To Whom It May Concern**

**VBG = Very Big Grin**

**WFM = Works for Me**

**WTG= Way to Go**

**WU? = What's Up?**

**YBS = You'll Be Sorry**

**YW = You're Welcome**

**AFAIK = As Far As I Know**

**AFK = Away From Keyboard**

**B4N = Bye For Now**

**BRB = Be Right Back**

**BTW = By The Way**

**DQYDJ = Don't Quit Your Day Job**

**FWIW - For What It's Worth**

**GMTA = Great Minds Think Alike**

**HTH = Hope This Helps**

**IIRC = If I Remember Correctly**

**IMHO = In My Humble Opinion**

Here are some of the common acronyms to use so you can text with the best:

**HTH = Hope This Helps**

**IIRC = If I Remember Correctly**

**IMHO = In My Humble Opinion**

With acronyms slipping into our daily language and emails, it may be useful to check if the acronym you created may already mean something very different

### Create Tables to Your Own Specifications

1. Position the cursor on the area of the document where you want to insert your Table.
2. Click Table from the Insert menu on the Ribbon, then click draw table.
3. Define the table size. Right-click to Select the area where you want the table to appear.
4. Use the mouse to Draw the internal table lines the way you want them. To erase any lines you've drawn by mistake, press the SHIFT key and the symbol will change from a pencil to an eraser. Note: the design tools in Microsoft® Office Word 2007 give you plenty more features—for example, the ability to create other tables within those you've already designed.

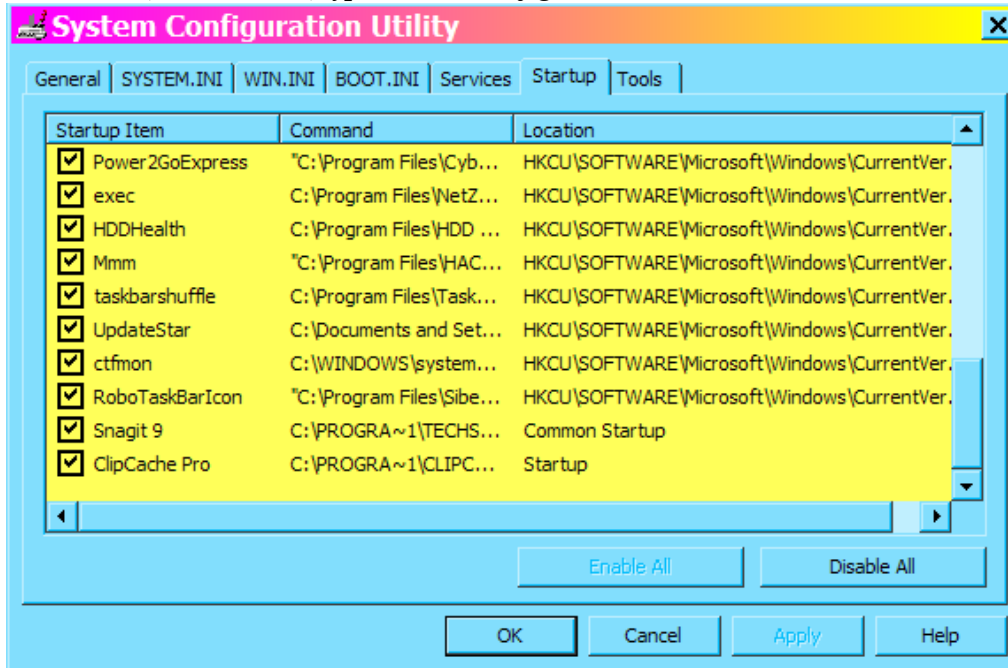




## **PC Corner** by Louise Davidson

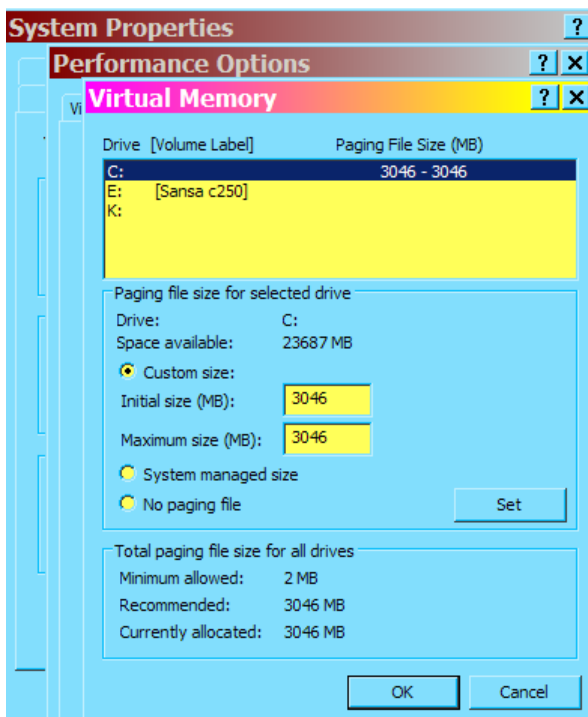
Msconfig is the other program you can use to identify what software is loading with Windows. Typically, the same programs will appear as when using the registry. However, it is best to check using both programs.

*Start button, click on run, type in **msconfig** and click ok.*



Click on the startup tab to show the programs that are loading. Every computer will have a different listing depending on the software that was pre-loaded on the computer and the software you may have loaded yourself. If something looks unusual to you do a search on the web to check it out.

Also covered was virtual memory, where Windows uses hard drive space along with ram memory. Increasing this helps when the computer is older and has no more room for memory or the maximum amount of memory has been installed in a computer. New, larger hard drives have become so reasonable in price that this is an easy way to help your computer run faster.



Start button, settings, control panel, click on system.

Click on advanced tab under system properties, then the settings button.

Click on advanced tab under performance options.

Click the custom size and change the total in the initial & max size boxes to the amount recommended at the bottom of the dialog box.

Click set, then ok. If this size won't work Windows will come up with an error message and you'll have to change it. Otherwise, just click ok to exit out of the dialog boxes.

---Continued in January issue---