

WELCOME TO IAAP

Please join us in 2010 to find out more!

POWER
of
Commitment

Book Cliff Chapter

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Book Cliff Chapter
T.E.A.M. Leaders
2009-2010

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BOOK CLIFF CHAPTER COMMITTEES

APW/ProgramDee Dee Crawford
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Continued Karen Loughman CAP
Bylaws & Standing Rules..... Kym Bevan
Historian/Scrapbook Maria Pinder,CAP
Certification/Education.....Pearl Hasson, CAP
Hospitality/Sunshine Fund..... Pam Lair/Lea Imer
Continued Meg Fritts
Marketing Melissa Medina
Membership Jalane Glasgow, CPS/CAP
RTFSally Lowrey
Student ChapterAlane Wooster
Ways & Means Chris Church/Pearl Hasson, CAP
Continued Maria Pinder/Kristina Gragg
Website/Newsletter... Kyle-Sheldon Chandler/Pam Lair
Continued Kristina Gragg /Louise Davidson
YearbookChris Church/Cherie Pedersen

TIME TO CASH IN THE PESOS!

(PESO = Professionalism, Excellence, Success and Organization)

Wednesday, May 19th



This is our last meeting before summer break!

*Come join us at the
Two Rivers Convention Center
5:30 pm - Dinner
5:45 - 6:15 - Chapter Business
6:15 - Election of Officer's for 2010 - 11*

Agenda includes:

Election of Officers for the 2010-11 year:

Kristin Hoaglund - President

Open - President Elect

Pam Lair - Vice President

Bernice Stogsdill - Recording Secretary

Melissa Medina - Treasurer

- Tracking sheets for "Member of the Year" - Submission

- "Chapter of Excellence Award" - Submission

- "Member of Excellence Award" - Submission

- Vote on changes to By-Laws and Standing Rules

- Choose a committee to serve on.

- PESO's Tallied for Contest Award - Bring your stash!

Cost: Professional Members \$18, Students \$5, Guests no charge.

Everyone is on a standing RSVP list and will be expected to attend our monthly meetings. REGRETS only are to be sent to sally@sallyonyourside.com no later than 9:00 pm the Thursday prior to the Wednesday meeting.



What Will You Be Doing in a Year?

In the IAAP world, May is a busy time. As we look at finishing up things for the 2009/2010 year and prepare for the 2010/2011 year, there are many things to be done! Our Chapter activities for May include the Election of Officers, member submission of their Member of the Year tracking sheets, and finishing up our tasks to submit for the Chapter of Excellence and Member of Excellence Awards. We are also voting on proposed changes to our bylaws and standing rules. Have you been saving up your PESO's? I plan to award the signed copies of Joan Burge's books in June, so look through your purse and around the house and gather them up. Outside of our Chapter there is the upcoming Division Meeting in Casper and EFAM in Boston.

It is a time to review the growth we have experienced over the past year and ponder the next chapter in our IAAP lives. What will you be doing in a year? What do you want to do? The beauty of IAAP is that you can do anything you have the guts to try to do. You will have opportunities to learn and practice new skills and receive the support you need to succeed. If you want your life to change, you must take action to change it. If you want to move up in the admin world, you must add new skills to your resume. IAAP can help you do that - all it takes is a PESO...a commitment to YOUR Professionalism, Excellence, Success and Organization.

Karen Loughman, CAP. MCAS
President Book Cliff Chapter



ADMINISTRATIVE PROFESSIONAL'S DAY

Thank you to all members and the following sponsors for making this year's APD such a success!
Office Furniture & Design Centers, Inc., Avery Dennison, Office Arrow and Noyellowpages.com.



Carla Sanda at ADP Event



**Registration Table – Bernice Stogsdill,
Chris Church, Kristin Hoaglund**

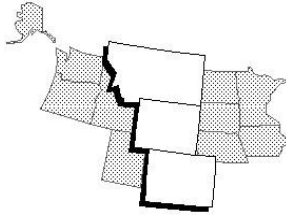


Jalane Glasgow at the Prize Table



Greeters - Kristina Gragg and Melissa Medina

IAAP DIVISION HAPPENINGS...



**COLORADO-
WYOMING-
MONTANA**

Colorado-Wyoming-Montana Division

Date: June 4-5, 2010

Location: Cheyenne, WY

Hotel: The Historic Plains Hotel, 1600 Central Ave., Cheyenne, WY 82001

Hotel Tel: 307-638-3311; Toll Free: 866-2Plains

Coordinators: [Karen Schroeder, CPS](#) and [Debbie Jourgensen, CPS/CAP](#).

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

UPCOMING EVENTS:

- ◆ The 2010 International Education Forum and Annual Meeting (EFAM) will be held July 18-21, 2010 at the Hynes Convention Center, Boston, Massachusetts.
- ◆ The 2010 Fall Education Conference will be held October 17-20 in Louisville, KY.
- ◆ The 2011 Spring Education Conference will be held March 6 through 9, 2011 in Tampa, FL.

Additional details are available in the “Events” section of the IAAP website

(<http://www.iaap-hq.org/events>).

2009-2010

**COLORADO-WYOMING-MONTANA
DIVISION
BOARD OF DIRECTORS**

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Rim Rock Chapter

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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
Retirement Trust.....	Debbie Brown,CPS/CAP/RP
Futures Committee.....	Kathy Watkins

www.iaap-co-wy-mt.org

IAAP Book Cliff Chapter Meeting Minutes April 21, 2010

Members Present: Due to the APD Event our April meeting was held via email to all members.

BUSINESS MEETING

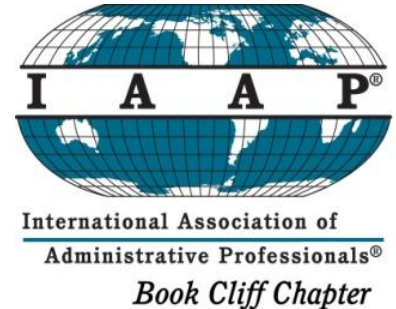
As decided at our March Meeting, our April meeting has been split with the program occurring on April 21, and the business portion being held via email.

Our Agenda includes:

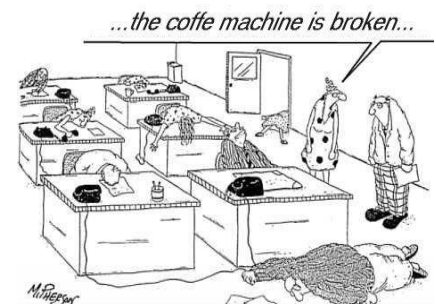
1. Nomination of Officers for 2010/2011
 - The nominations committee of the Book Cliff Chapter has presented a slate of officers for the 2010/2011 Year. Nominations are as follows: President Elect - open; Vice President - Pam Lair; Secretary - Bernice Stogsdill; Treasurer - Melissa Medina. Resumes are attached. Nominations remain open for the office of President Elect. Election will be held at our May meeting.
2. Bylaws
 - The bylaws committee has several changes to submit to the members for consideration. Please read the attached proposed changes in preparation for a vote at our May meeting.
3. Kudos
 - Kudos to Dee Dee Crawford and the APD committee! Nice work! I have studied the evaluation forms and garnered comments from our Facebook page and from our vendors that it was nothing less than a HUGE success!!

This concludes the business portion of our April meeting. Thank you for your attendance, and I'll see you in May!

Karen Loughman, CAP, MCAS
President, Book Cliff Chapter IAAP



The Book Cliff Chapter membership keeps the leaders in Grand Junction's administrative world at your fingertips. This high-energy group knows all of the latest trends in administrative processes. The chapter meets monthly on the third Wednesday of each month and meetings include educational and networking opportunities. Plus, we're a fun bunch who enjoy our work and make even the most dreaded chore a time of laughter and team building.



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CPS/CAP May 2010 Exam It's Done!



Then there were two...

Our cadre of four candidates dwindled to two by testing day. That is an attrition rate of 50%! Melissa Medina started her testing for the CAP exam on Friday, May 7th and joined me Saturday, the 8th for the CPS exams. We called each other on our cell phones and met outside Houston Hall at Mesa State College promptly at 7:45 am.

It felt like the Admin Olympics!

As we approached the testing room It seemed "SURREAL" to see Pearl Hasson and Karen Loughman sitting on a bench with gift bags, HUGE hugs and encouraging words to cheer us on. What an incredible team experience!

The goodie bags were stuffed with granola bars, candy, animal crackers, trail mix, bottled water, peanut butter/cheese crackers, a note pad, a really cool **purple** ink pen and a bottle of wine to celebrate after the test.

After that it was on to a very **serious** testing experience.

- We deposited all our belongings into lockers.
- Each test was sealed and given with 10 minutes of instruction by the proctor.
- The testing room had a one way mirrored glass for outside observation as well as the proctor in the room. (This made me realize that I needed to lose a few pounds and would **never** succeed as a criminal. I'm far too self conscious!)
- We finished each 2 ¼ hour tests with 30 minutes to spare. Plenty of time.

We had lunch at the new Main Street Bagels on campus and debriefed. After a refreshing lunch we finished the final test on Management and headed home to **STOP** thinking for the weekend!

Performance reports will not be mailed until June 22nd. Pass or fail it has been a great experience. I have definitely increased my knowledge base and confidence level.

The next testing for CAP/CPS is this fall, November 6th & 7th. Now you know the process from start to finish. Make a commitment to study for and take the exam. Why not?

Thank you for all the encouragement!