



International Association of
Administrative Professionals®

Book Cliff Chapter

BOOK CLIFF CHAPTER

May 2011
Volume XVII Issue IV



FINANCIAL PLANNING

Guest Speaker: Bonnie Wasli, CFO, CPA
Colorado West, Inc.

401k's, Retirement, Investing, Insurance, Wills and Estate Planning are all a part of our personal financial future. Most of us are financially illiterate and are learning through trial and error with costly mistakes. Learn how to use your money with "Passion and Purpose". Don't miss this program!

Location: St. Mary's Hospital 5th Floor

Date: May 18, 2011

Check In/Networking/Dinner: 5:30 pm

Introductions/Announcements: 5:45 pm

Program: 6:00 pm

Chapter Business Meeting: 7:00 pm

Members: \$20, Students: \$10, First Time Guests: No charge.

Location: St. Mary's Hospital will be hosting this program on the 5th floor. Park in the parking garage and cross over on the walkway that leads to the main foyer. Turn left and go to the elevator and get off on the 5th floor. Dinner will be catered.

2010-2011 Officers

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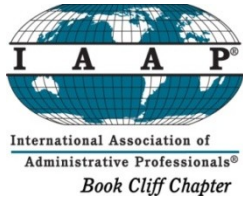
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International Association
of
Administrative Professionals

PRESIDENT'S MESSAGE



Book Cliff Chapter,

I want to thank you all for the great turnout we had for our Administrative Professionals Day event this year! Our luncheon and educational seminar ran smoothly, and we had the great surprise of winning the Avery Chapter of Distinction Award for chapters with fewer than 40 members! Please take a look at the recap of the day that Pearl Hasson, CAP, Co-chair of the APD Committee, prepared for the Chapter, it is within the newsletter.

Now that we are facing the end of the 2010-2011 year there are many opportunities for members to get involved and sign up for leadership roles for the 2011-2012 year. Leadership is the best way for you to get the most out of your membership, we need new leaders to continue to grow and keep our chapter strong. Any member that wants to try a leadership role will be greatly appreciated, and let it be known that you will not take on your role alone; you will have many mentors to assist you along the way. There will be support for all of our members, if it is a board position or a committee position you are looking at, we are all here to support one another! Please don't be afraid to take that leap and find the leader within you, we are all waiting to see one another shine.

We do have a few deadlines coming up that we need to meet prior to the end of the year. Our Pathways to Excellence submission deadline is coming up soon, on July 5th. For member submissions of Member of Excellence forms, the deadline is June 30. For more detailed information, including criteria and the audit process visit the [Pathways to Excellence](#) link on the HQ website.



Also, I will need all Member of the Year forms to be turned into me by May 31, I hope you all have been tracking your excellence throughout the year, I think this will be a close race! If you need a new copy of the form I will have a few extras at the May meeting, or email me and I will send you one. Thank you all for the great year we have had thus far, with two meetings to go it is coming to an end very fast. Let's make the end of this year great and finish strong!

Sincerely,
Kristin Hoaglund
Book Cliff Chapter President 2010-2011

Book Cliff Chapter 2011 Administrative Professionals Day® Event

Written by member Pearl Hasson, CAP

The Book Cliff Chapter held its annual APD Event on Wednesday April 27, 2011. We met at Two Rivers Convention Center in downtown Grand Junction for a luncheon and afternoon educational seminar.



Our keynote speaker and afternoon program presenter was Bill Beausay, a nationally known speaker and author, whose presentation on “Conquering Obstacles with Passion & Purpose – Personal Power and Creating Miracles When You’re Done In, Fed Up & Stressed Out” was topical and of interest to us all. Bill’s presentation was interactive, dynamic and fun. All the feedback on our event has been very positive.

In addition to an excellent program, our event featured about a dozen vendors which included among others, Avery, Valley Office Supply, Barbee’s Bead Works, Silpada Jewelry and Miche Bags. Door prizes ran the gamut from laser spa gift certificates to handmade decorative mirrors to restaurant gift certificates.

We had more than 75 in attendance and achieved our goal in net profits for the Chapter.

And, as a truly unexpected surprise and added bonus, the Book Cliff Chapter was awarded the Avery Chapter of Distinction Award for chapters with fewer than 40 members. The announcement left us gasping and teary-eyed, and very proud of our members and the chapter’s accomplishments.

APD 2011 will certainly be one we remember!



See more photos on page 11!

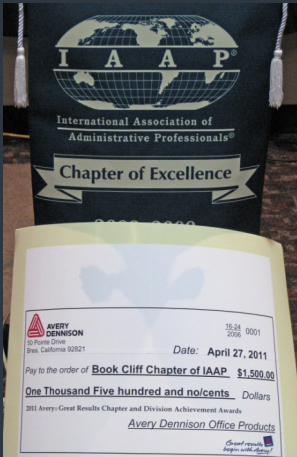
Run your next meeting like Google: 5 tips

The running joke about meetings is summed up in a Dilbert cartoon, where several people assembled around a table listen as the meeting organizer says, "There is no specific agenda for this meeting. As usual, we'll just make unrelated emotional statements about things that bother us. ..."

As an admin, you may be tasked with helping to set agendas, scheduling and taking minutes. But how much power do you have to keep meetings productive? Plenty.

Look for clues in the way meetings work at Google. One of the company's executives, Marissa Mayer, holds an average of 70 meetings per week. A series of meeting rules keeps those huddles productive, efficient and inspiring.

Beyond setting meeting rules, of course, Google has created an entire culture around measurement and results. You may find that not all of these tips are replicable at your office. But it's a place to start.



Book Cliff
Membership
Anniversaries

May 2011

Patty Lambert
5.1.2009

Melissa Medina
5.1.2009

Donna Lawery
5.1.2010



1. Set a firm agenda. Even a five-minute meeting must have an agenda that outlines what participants want to talk about and how the time will be used. Why? It forces people to think about what they want to accomplish.

Tip: Create an agenda template that places a goal next to each item and a time limit. Circulate in advance to stakeholders.

2. Make meeting progress visible. At Google, you'd see several projector displays during a meeting. One might be a PowerPoint presentation, one would be a ticking stopwatch (more on that later) and another projector would show the transcription of the meeting as it happens. Any inaccuracies can be fixed

on the spot.

Tip: Circulate your official notes to anyone attending or who missed the meeting, so he or she can see the actions that need to be taken.

Ensure your meetings are time well spent. Keep an actionable record of your meeting minutes and what comes next.

(Continued on page 10)

DIVISION POEM

Passion & Purpose-

Ignite the Leader within You!!!

We have the passion within us all,
And a purpose that will go the distance.
We will lead and stand up tall.

The Division is here for your assistance.
Union Colony is a great chapter of IAAP accountability
Increased enthusiasm, commitment, and a shared vision,
Encouraging teamwork, growth, and possibility
Of professional opportunities as our mission.
[Union Colony - "Versatility is one of your outstanding traits"]

With Passion and Purpose since 1944,
Our enthusiastic commitment is our vision for the future.
The Pikes Peak Chapter does constantly explore,
New ways to continue on this wonderful adventure!
[Pikes Peak Chapter - "Avoid senseless contradictions with others"]

Denver's purpose rises to the occasion
When challenge and opportunity give us cause.
For passion truly is our vision
No matter what, no matter when, without a pause.
[Denver Chapter]

Boulder Chapter has a passion for education
to join with all chapters with zest
for sharing techniques and imagination
its purpose to make our Division the best!
[Boulder Chapter - "You are cautious in showing your true self to others."]

We are small but mighty but we get 'er done
Just like the legends, that's how the west was won.
With purpose true; our profession our passion,
We will carry out our IAAP mission in true Old West fashion.
[Old West Chapter]

Found near the foothills, 'tween the Rockies and the Plains
Mountain View Chapter coaches and trains
Administrative Professionals with Passion & Purpose
Developing others is always in fashion.
[Mountain View Chapter]

Book Cliff Chapter continues to work on ideas, both new and old.
Sixty plus years in the making our Chapter is strong and will not fold.
Working together on common values and goals,
Building our network and growing, we are passionate souls.
[Book Cliff Chapter]

With Passion and Purpose in the morning we meet,
Denver Downtown's networking, meetings, and speakers cannot be beat.
The CWM Division meeting our Chapter will host.
A great time to be had by all, we can boast.
[Denver Downtown Chapter]

We're north and south and east and west,
The Cutting Edge is on a quest.
We're on the ground and in the air,
Our virtual chapter's everywhere.
(Cutting Edge Chapter)

*As a member of the
CWM Division we
have been included in
the participation of
building a Division
Poem based on
Passion and Purpose.
Every month a
Chapter has been
selected to add a
stanza to the poem.
The poem is available
to read at any time by
visiting the Division
website.*

www.iaap-co-wy-mt.org

“Passion and Purpose, Igniting the Leader Within You!” 2010 -2011 Program/Meeting Schedule

All programs except the December meeting are being submitted for recertification points.
Programs are subject to change.

Month	Program	Speaker
May 18, 2011	Financial Planning (401k, Retirement, Insurance, Wills and Estate Planning, etc.) Officer Elections	Bonnie Wasli, CFO, CPA Colorado West
June 15, 2011	Awards and Installation of Officer's for 2011 – 12 Year	Kristin Hoaglund, President
July – August 2011	Summer vacation and Strategic Planning for 2011 - 12	All members and guests, location TBD

May 18, 2011
Agenda

5:30—6:00 p.m.
Networking/Dinner

6:00—6:30 p.m.
Chapter Business

6:30—7:30 p.m.
Program

Members: \$20.00
Students: \$10.00
First-Time Guests:
No Charge



IAAP Book Cliff Chapter

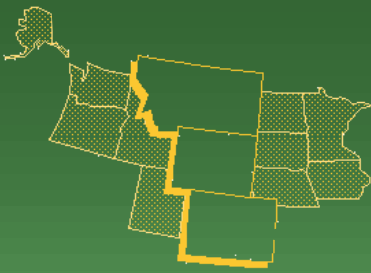


@BookcliffIAAP



The Book Cliff Chapter meets the third Wednesday of each month, September through June, at the Two Rivers Convention Center. Note: All members are on a standing RSVP list and will be expected to attend our monthly meetings. Regrets only are to be sent to Melissa Medina, Treasurer at bookcliffchapter@gmail.com not later than 9:00 pm the Thursday prior to the Wednesday meeting.

**Note: Due to an increase in monthly dinner and meeting space costs have increased this year.*



COLORADO-WYOMING-MONTANA DIVISION

www.iaap-co-wy-mt.org

PASSION & PURPOSE

DENVER DOWNTOWN CHAPTER



2011 Division Annual Meeting
hosted by the
Denver Downtown Chapter

JUNE 2nd-5th 2011
at *the* **CURTIS** a Double-Tree Hotel
1405 Curtis Street Denver, Colorado 80202

Take this opportunity to enhance your skills, network, earn recertification points and maybe even introduce someone new to IAAP.

Colorado-Wyoming-Montana 2010-2011 Division Officers

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

Eileen Verosko, CPS - President-elect
Pikes Peak Chapter, Colorado Springs, CO

Carol Hardin, CPS/CAP - Vice President
Pikes Peak Chapter, Colorado Springs, CO

Deanna Anthony, CAP - Secretary
Rim Rock Chapter, Billings, MT

Andrea Latine, CPS - Treasurer
Denver Chapter, Denver, CO

Sharon Hunvald, CPS - Parliamentarian
Denver Chapter, Denver, CO



International Association
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Administrative Professionals



EFAM



International
Education Forum
Annual Meeting
July 24 - 27

**Register for
EFAM today!**

Stay relevant. Prepare yourself for the increasingly complex array of challenges and responsibilities in the office.

Learn new skills in our training sessions, lead by industry experts.

Kick start creative problem-solving skills by sharing in the ideas and experiences of your peers.

Hammermill is sponsoring Clinton Kelly of TLC's What Not To Wear. His keynote is on the importance of professional image, essential in today's workplace.

Register today for
early bird rates.

iaap-hq.org/events

4/19/11



FUN FACT:

After New York, Montréal has the highest number of restaurants, per capita, in North America.



International Association
of
Administrative Professionals

CERTIFICATION INFORMATION

THE CAREER ADVANTAGE

If you're looking for ways to help you get ahead in the workplace, stop here. We at IAAP offer two professional ratings for office professionals. The Certified Professional Secretary and Certified Administrative Professional ratings are the industry recognized standards of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

The CPS and CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

Why wait? Do something for yourself and your career today. **Get certified!**

Go to: <http://www.iaap-hq.org/certification>



Free Weekly Podcast Series

IAAP members can also access free weekly podcasts from The Office Professional. To access the podcasts, make sure you are logged in and use the link below.

[\[Listen to Podcasts from The Office Professional\]](#)

WWW.IAAP-HQ.ORG

IAAP International
Mission:

Enhancing the
success
of career-minded
administrative
professionals by
providing
opportunities for
growth through
education,
community building
and leadership
development.

(Continued from page 4)

3. Embrace the idea of micro-meetings. For an executive who holds 70 meetings per week, huddles can't always last as long as an hour, or even 30 minutes. Mayer sets aside chunks of time for meetings, and then carves out smaller five- or 10-minute time slots as needed.

That could be the perfect solution for one admin, who wrote, "I support a C-level executive and am always looking for ways to reduce the amount of meetings he needs to attend. There are not enough hours in the day to accommodate all the high-priority meetings."

By setting aside time for micro-meetings, it encourages others to consider how much time they truly need. Thirty-minute meetings are no longer the default.

4. "Don't politic, use data." One of Mayer's firm beliefs is that ideas should move forward because they're the best, not because the person behind the idea is favored by leaders. The latter can demoralize staffers.

At meetings, use phrases that emphasize data, rather than internal politics. For example, instead of saying, "I like that one," say, "The customer-response data shows that this one performs 10% better."

5. Stick to the clock. About that projected image of a timer mentioned earlier: It serves as a reminder during meetings that things need to run on schedule. At Google, it keeps meetings focused, subtly nudging attendees toward efficient time-management.

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7600A Leesburg Pike
Falls Church, VA 22043



2010-11 IAAP Book Cliff Chapter Officers from left to right: Bernice Stogsdill, Melissa Medina, Pam Lair, Kristin Hoaglund

Book Cliff Chapter Mission Statement

The Book Cliff Chapter is committed to unite individuals in the administrative profession, by encouraging personal and professional growth, through education, mentoring and leadership.

MORE BOOK CLIFF CHAPTER 2011
ADMINISTRATIVE PROFESSIONALS DAY
EVENT PHOTOS





Meet your
2010-2011 IAAP International Association
Board of Directors

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<p>*=Preferred</p>	<p>(11) or (12) designates term runs through that year (term ends upon that year's international annual meeting election); District Directors serve two-year terms</p>		