

International Association of  
Administrative Professionals®  
**Book Cliff Chapter**

# BOOK CLIFF CHAPTER

October 2010  
Volume XVII Issue II



## 2010-2011 Officers

President:  
Kristin Hoaglund  
970.261.2424  
[khoaglund@gmail.com](mailto:khoaglund@gmail.com)

Vice President:  
Pam Lair  
970.858.4352  
[ladyfoxlair@msn.com](mailto:ladyfoxlair@msn.com)

Treasurer:  
Melissa Medina  
970.523.7646  
[mmedina@cwrmmc.org](mailto:mmedina@cwrmmc.org)

Recording Secretary:  
Bernice Stogsdill  
970.986.1029  
[Bernice.Stogsdill@mesacounty.us](mailto:Bernice.Stogsdill@mesacounty.us)

## Book Cliff Chapter contact information:

PO Box 1381  
Grand Junction,  
Colorado  
81502

970.639.0838  
[Bookcliffchapter@gmail.com](mailto:Bookcliffchapter@gmail.com)

Facebook:  
IAAP Book Cliff Chapter

Twitter:  
[@BookcliffIAAP](https://twitter.com/BookcliffIAAP)

## *Personal Power and Creating Miracles When You're Done In, Fed Up and Stressed Out*

October 20, 2010 at 6:00 PM  
Two Rivers Convention Center

This talk is for personal motivation and team building during stressful times, and creating an atmosphere of vision, focus and opportunity finding. This is a rejuvenating talk for leaders and influencers where Bill teaches you to harness the dynamics of creating and focusing your vision, controlling yourself in a simple and practical new way, and aligning yourself inside and out, mentally and in action. This program puts you back in control in the important phases of your life, and gives you tools to put into play immediately.



**Bill** is the former Director of Research and Development at the Academy of Sports Psychology, author of nearly 20 books (including 3 national best sellers) with worldwide circulation over 1 million copies, professional speaker and trainer. Bill did his Doctoral work at the University of Toledo and spent 10 years in a professional clinical practice before becoming a writer and International speaker on topics of personal growth and professional success. He has spoken for dozens of Fortune 500 firms, and has been featured on radio, newspapers, television, and magazines coast-to-coast. A full client list with endorsements is available. Be sure to see Bill's most recent books, *True Greatness: Mastering the Inner Game of Business Success* (American Management Association) and *I am the Game*.

Bill's captivating background and dynamic speaking style attracts and holds the attention of even the toughest crowds. Because of his unique message and delivery, Bill is frequently invited to do sales training, corporate engagements and his specialty, business development events. Bill is also available to speak for keynotes, symposiums, break-out sessions, conferences, seminars and breakfast, lunch/dinner talks, after market programs and creative collaborations. Let Bill show you and your groups the mechanics to achieve a fresher, bolder, tougher you.

**We look forward to seeing you on October 20, 2010. Please feel free to invite your co-workers to join us. Space is limited, so mark your calendars and reserve your spot now!**

**Cost: \$40.00 which includes dinner**

**Registration: 970.639.0838 or [E-mail Bookcliffchapter@gmail.com](mailto:Bookcliffchapter@gmail.com)**

**To Register online, click [here](http://www.iaap-bookcliff.org/IAAPHO/BookCliff/MeetingsEvents) or go to [www.iaap-bookcliff.org/IAAPHO/BookCliff/MeetingsEvents](http://www.iaap-bookcliff.org/IAAPHO/BookCliff/MeetingsEvents)**



International Association  
of  
Administrative Professionals

# PRESIDENT'S MESSAGE

Book Cliff Chapter,

While trying to think of ways to encourage this year's international theme of Passion & Purpose, I started to think about what this phrase really means to me. Over the summer, I was very excited and nervous to start the year as your Chapter President. I spent many nights and early mornings making plans and organizing myself, trying to set our Chapter up for success in the 2010-2011 year. While trying to think of a description for this theme, I concluded that everyone's meaning behind the words "Passion & Purpose" would be different. This month I have decided to share my experience of "Passion & Purpose" within IAAP and describe my meaning with all of you.



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

For me it all starts with my passion to learn and excel. As most of you know, I joined IAAP while still attending Mesa State College. I was encouraged to start building my resume and find something that would make me stand out from my fellow classmates. I was introduced to IAAP by Laney Wooster, and attended my first meeting as a guest. After my first meeting, I decided to join, and immediately after joining, I was encouraged by Juanita Cosslett to run as Secretary to learn more about the organization. This little step brought me to have a purpose within the Chapter. I graduated a year after serving as Secretary and was encouraged by fellow members to continue to grow, which landed me where I am today as your President. This purpose to serve on the Board for our Chapter also gave me a sense of responsibility, which gave me passion; I want to succeed in this position and want to do whatever I can to make this happen.

The more I work towards my purpose of succeeding as your President, the more passionate I become about it. It started with a list of things that I needed to accomplish. Once I started checking tasks off this list I started thinking, how can we make these tasks more exciting? My purpose this year is not only to succeed as your President, but also to try new things. I want to find a way to get members excited about the Chapter, committee work, serving on the Board, mentoring, participating in the preparation of APW, etc. I want to find ways to make members informed of the possibilities available for them and help people find their "Passion & Purpose" within the Chapter.

Our Chapter's mission is *"To unite individuals in the administrative profession, by encouraging personal and professional growth, through education, mentoring, and leadership."* Within our Chapter everyone's "Passion & Purpose" is going to come to them in different ways and ideas. So start asking yourself what yours is. What do you really want out of your membership to IAAP? What is it that you want to start becoming passionate about? Do you want to take a leadership role and serve as a Committee chair, on the Board, or become a mentor? Do you want to express new ideas on how to run the meetings, website, or newsletter? There are many different ways you can find your purpose within our Chapter, and once you do, your passion will take you to success. It might take you some time to come up with the answer to this, and it will not always stay the same answer. As long as you keep asking yourself these questions and making moves to improve yourself, I believe that you can also improve our Chapter. Now is the time to start igniting the leader within, do not hold back! Express your ideas and run with them, I dare you!

Have a fabulous fall,

Kristin Hoaglund  
Book Cliff Chapter President 2010-2011

## 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.

# 12 Tips for an Organized Desk

by [Mark Shead](#)

Here are twelve quick [desk organization tips](#). These are things that have worked well for me and help me maintain an organized desk (most of the time). Most of them are probably applicable to others as well. If you have any suggestions of items to add please add them to the comments.

(**Update:** If you are interested in seeing my desk, checkout this [post](#) for photos.)

1. **Get rid of pens and pencils you don't need.** – I have one type of pen I like to use, but every month or my pencil holder gets filled up with other random writing instruments. If you aren't going to use it, don't feel bad about throwing it out. It is just clutter. The less clutter you have, the closer you are to having an [organized desk](#).
2. **Have a place for pocket stuff.** Your keys, phone, PDA, wallet, bluetooth ear piece, etc. should have a home. My ideal setup is to keep them in a drawer with wires already run for charging the various items. Unfortunately my current desk doesn't have drawers, so I have set aside a small amount of space under my monitor that isn't really usable for work anyway. I have all my charging cables right there so I don't have to hunt for them.
3. **Proximity based on frequency of use.** If you use it every day, it should be closer than something you use only a few times each week. This is common sense, but it is easy to arrange are desk for aesthetics instead of usefulness. This helps you keep an organized desk because items are located closer to you based on the probability that you will use them so fewer items need to be moved around where they can become disorganized.
4. **Move electronics out of sight.** Your cable modem, wireless router, firewall, battery backup, etc. shouldn't be on your desk. Even if you have enough room in introduces visual clutter. Once again, cutting down on clutter reduces the amount of work between a messy desk and an organized desk.
5. **Easy to access files.** Without moving your chair or getting up, you should be able to grab an unused manila folder, label it and put it in your file cabinet. Easy filing is one cornerstone of good organization. The more effort it requires the more difficult it will be to stay organized.
6. **Scanning documents.** This is [something I'm experimenting with](#). I have a [scanner](#) and I'll turn important documents into PDFs and keep them on my computer. I use OCR so the documents are searchable. This is wonderful if you travel a lot because it keeps everything right there with you. The problem is trying to figure out what to scan and what can just be filed. If you are good at guessing what you'll want to have electronically this can work very well. I haven't figured out how accurate I am just yet.
7. **Cleaning supplies.** Keeping an organized desk clean helps

you maintain the organization. If you clean your desk with Windex and a paper towel, make sure you have some nearby. This will help encourage you to wipe down your work surface which will encourage you to clean it off more often. It is all about making things as easy for yourself as possible.

8. **Scratch notepad.** During the course of the day, you will have telephone numbers, names, addresses, order confirmations, flight numbers, etc. If you can keep these all in one place, you'll be far more productive if you need to look something up later. I have the bad habit of grabbing a nearby envelope and writing a telephone number on it. By keeping a notebook, specifically for these types of items, I don't lose nearly as many things. The Franklin Planner method is to keep all of this info in the diary page of the planner which is probably an even better option.
9. **Organize those wires.** It is easy to have half your desk covered with wires for various pieces of electronics. Moving some stuff off your desk can help. Some pieces of velcro wrapped around wires can go a long ways toward cleaning things up. Also make sure that you have wires that are long enough to tuck out of the way. If they are too short you won't be able to arrange them neatly. Sometimes wireless is an option. With more and more devices supporting bluetooth and WiFi, you may be able to get rid of some wires simply by enabling the wireless settings. It is hard to keep an organized desk work surface when you are looking at a rats nest.
10. **If you don't have enough drawers.** My current desk is large, but it is a sheet of glass over a metal frame. While it looks really cool, it doesn't allow much in the way of storage. To compensate, I've brought in a dresser for storage. I also use bookshelves with a bunch of boxes with lids to help give me some more drawer like storage. I have a two drawer file cabinet that slides under my desk to help make better use of the space.
11. **Lighting.** Make sure you have enough light on your desk. Maybe it is just me, but a bright work area is easier to keep clean than a dark one.
12. **Organize as you go.** As we discussed the [Iron Chef Fable](#), it is more efficient to stay organized as you work instead of trying to do it all at the end. You should be constantly working on keeping your desk neat. If it gets disorganized in the middle of a big project, take small steps. Clear a 1 foot by 1 foot area before you leave for the day. Make a small effort toward organization may not seem like much, but if you do it everyday, it will keep things headed in the right direction for you.

*Originally published on April 12, 2007.*

<http://www.productivity501.com/12-tips-for-an-organized-desk/151/#respond>



## Member Anniversaries

October  
2010

Cherie Pederson  
October 1, 2001

Susan Habliston  
October 1, 2006

Deborah Monfea  
October 1, 2009



## Passion and Purpose Pins On Sale Now

You can now order your 2010-2011 International Theme Pins early! Don't wait. Get your Passion and Purpose pins today.

[Order form link](#)

[www.iaap-hq.org/connections/aug10/PPP\\_order.pdf](http://www.iaap-hq.org/connections/aug10/PPP_order.pdf)

*A message from your*

## DIVISION PRESIDENT

Dear Members of the CWM Division,

I am very eager for our division to move forward while embracing the 2010-2011 International Theme: "Passion & Purpose".

A few of you have asked me for my thoughts about this theme in hopes that I may be able to *shine some light* upon its true meaning. Please keep in mind that my version is only one way of explaining this marvelous subject bestowed upon us.

What is "Passion"? "Passion" is described as an intense emotion, often of love, excitement, or enthusiasm one feels for something. The dictionary definition, in my mind, cannot begin to verify what having true "passion" can sustain.. Along with its amazing intangible qualities, to have a deep "passion" for something can uplift and move a person to whole new level of spirit, inspiration, and commitment.

Now let's put our "passion" into IAAP. I cannot tell each of you individually what it is exactly that moves you and/or enthuses you about IAAP. You will have to discover that marker for yourself. Remember, when you embrace your true "passion" you gain great strength; great strength gives you courage. "Passion" along with that courage is the energy that enables you to do just about anything like to become a great leader, to learn a new skill, or to develop a friendship. Never ignore or doubt your "passion", but embrace it always and use it as your main support when everything else seems to fail you.

We are all one-of-a-kind individuals with very unique desires, needs, and dreams. It is our "passion" that fuels our ability to accomplish goals and often motivates our initiatives. Being a member of IAAP is more than just a membership card and a yearly fee, but rather a place to discover, establish, nurture, and to grow our "passions". So, take the time (a moment alone) to ask yourself: "What is it that moves me about IAAP?" Find the answer as soon as possible and put your finger on it to harness it because it is your "passion" that will give you the powerful determination to go forward with this team and to help materialize our "Purpose".

Our "Purpose" has a very tangible definition and meaning. As I described in my "Incoming President's Presentation" at the 2010 CWM Division Annual Meeting in Cheyenne, The CWM Division has a "Purpose".

Our "Purpose" is IAAP's mission: "Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development."

Our "Purpose" is IAAP's values: Integrity, Respect, Adaptability, Communication, and Commitment.

Our "Purpose" is our desires. We desire: education and knowledge, training and support, networking and friendships, to belong to something meaningful, and to make a difference.

Our "Purpose" is our goals: Member Retention/Recruitment, Innovation and Technology, CAP Certification, Research and Development, Name Branding, Educational and Leadership Opportunities, Fundraising, Strategic Planning, and Sponsorships, etc.

Our "Purpose" is our Division: Colorado, Wyoming, and Montana.

Our "Purpose" is our Leadership: Past, Present, and Future.

*(Continued on page 5)*

(Continued from page 4)

“Passion & Purpose”- with this at the helm of our journey, together we will lead the way to accomplishment, achievement, and great fulfillment. I am confident that all members of the CWM Division team will make a difference as we go through the 2010-2011 year.

Here today we have some great leaders within our association. I feed you no lines and I tell you no tales. I am here to say that I am excited to be your leader and it is my “passion” to provide you as many tools and opportunities for advancement that I hope will serve you well.

Much “thanks” I give to my immediate leadership team of the CWM Division Board Members and the CWM Division Committee Chairs: Eileen, Carol, Deanna, Andrea, Sharon, Kyle, Debbie, Carla, Pearl, Elizabeth, Aubree, and Terri.

Much “thanks” I give to the Chapter Presidents for your leadership: Brenda, Carolee, Gloria, Karen, Kathy, Kristin, Linda, Mary, Mellissa, Sheri, and Teresa

Also, I give my gratitude to all CWM members because you enable the IAAP organization, its programs, and our division to survive and thrive.

We are all one team under one theme: Passion & Purpose- Ignite the Leader within You!!! This is your chance to *get fired up* and *lead the way*!!!

Sincerely,

Tish Neff  
2010-2011 IAAP CWM Division President

**PASSION & PURPOSE**  
Ignite the Leader with 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"]*

*HP Northern Colorado Chapter, we're in the West,  
Learning together to be our best.  
At Hewlett-Packard, we monthly meet.  
Our outstanding network can't be beat.  
[HP Northern Colorado Chapter – "The love of your life will ap-  
pear in front of you unexpectedly."]*

IAAP International Mission:

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



IAAP Book Cliff Chapter



@BookcliffIAAP



October 20, 2010  
Agenda

5:30—6:00 p.m.  
Networking/Dinner

6:00—7:30 p.m.  
Program

Charter Business will  
occur via email to  
allow for a longer  
program.

Members: \$35.00\*\*  
Guests: \$40.00\*\*

## “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
October 20, 2010	Personal Power and Creating Miracles When You're Done In, Fed Up and Stressed Out	Bill Beausay, Author – including three national best sellers, Professional Speaker, and Trainer. Website: <a href="http://www.beausay.com">www.beausay.com</a>
November 17, 2010	Retirement Trust Fund Benefit Succession Planning	Melissa Medina, CAP, Colorado West Mental Health Exec Assistant Pam Lair, CPS, Project Assistant, Blythe Group + co.
December 15, 2010	Holiday Social	Lots of networking and fun! Be prepared to tell your <b>Funniest Office Blunder!</b>
January 19, 2011	Leadership	Kyle Sheldon Chandler, CAP, Virtual Assistant
February 16, 2011	<i>Public Speaking – GULP! Tips from the Professionals.</i>	Dale Carnegie Association Member - TBD
March 16, 2011	What Is Emotional Intelligence?	Mark Simpson, PhD., Director of Utilization Management and Outcomes, Colorado West Mental Health
April 27, 2011	Administrative Professional's Day	Two River's Convention Center
May 18, 2011	Financial Planning (401k, Retirement, Insurance, Wills and Estate Planning, etc.) Officer Elections	TBD
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

**\*\*Please note this is the charge for the October 20, 2010 meeting only. Normal meeting costs are Members \$20.00, Students: \$10.00, and First-Time Guests: no charge.\*\***

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](mailto: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.**



International Association  
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## Still Time to Register for the Fall Conference

There's still time to register for this year's Fall Conference (previously titled the **Certification Conference**). This year's line-up of speakers will help you attain that extra edge in the workplace by teaching you the [Core Characteristics of a Champion](#). Don't miss it. [Register today!](#)

Were you laid off and didn't see it coming? Are you shaking your head over something stupid you did at work? In life, no one gets off this planet unscathed. We get in our own way and setbacks happen. Sometimes setbacks hit us from left field and we're not responsible. However, you **can** make a comeback. How well you make a comeback depends upon several factors, from resilience to defining success according to your terms. The good news is that these qualities and skills can be acquired and learned, and with a support system become even more effective. Get tips and timely information on how to bounce back at work in "[Making a Comeback: 6 Strategies to Overcome Your Professional Setback](#)."

Whatever your situation, dive into fall with the knowledge that networking on the [IAAP Web Community](#) can provide answers to your questions from your fellow admins. If you haven't logged in and poked around yet, do it today.

[WWW.IAAP-HQ.ORG](http://WWW.IAAP-HQ.ORG)

## October 2010 Membership Drive

There is still time to participate in the October Membership Drive! The top five IAAP chapters that conduct a membership drive during the month of October and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Full details can be found by logging in to the [web community](#) and downloading document ID 5299 from the IAAP International Library. Information concerning all the 2010-2011 Growth Programs can be found by downloading document ID 2032. Questions can be forwarded to [membership@iaap-hq.org](mailto:membership@iaap-hq.org).

Please utilize the tool of waiving the division dues for all NEW members who join in October 2010. This is a \$9.00 savings to the member!!! Remember, the completed application, along with the payment, must be received at HQ's no later than **October 31, 2010** to qualify. This offer can only be extended to NEW members only and not to the renewal of an existing membership.

Please do everything that you can to have the NEW member complete the enrollment application via a "hard copy" and not through the online process. I say this because HQ has informed me that the online process has not been set up with the capability to waive dues. However, if anyone should happen to join online who is entitled to this savings, the division or chapter will need to refund the NEW member once the rebate is received from HQ's. If anyone should need assistance with this refund process, please contact Andrea Latine, CWM Division Treasurer, and she will be glad to help you along.

## New Member Orientation Webinar

The next New Member Orientation Webinar will be held Wednesday, October 20. Please contact [membership@iaap-hq.org](mailto:membership@iaap-hq.org) if you would like to participate.



## GET CERTIFIED!

IAAP oversees two highly respected certification programs - the Certified Professional Secretary®(CPS®) rating and the Certified Administrative Professional® (CAP®) rating. Candidates may apply for either the three-part CPS® exam or the four-part CAP® exam. The CPS® and CAP® exams are administered the first consecutive Friday and Saturday of May and November at over 250 locations across the United States.

CPS® and CAP® Exams

Part 1 - Office Systems & Technology

Part 2 - Office Administration

Part 3 - Management

CAP® Exam Only

Part 4 - Advanced Organizational Management

Dates and Deadlines for Future CPS and CAP Exam Administrations

Exam Date: May 6-7, 2011

Registration Deadline: Feb 15, 2011

Exam Date: November 45, 2011

Registration Deadline: August 15, 2011

Part 4 of the CAP exam is administered on the first consecutive Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.

## COLORADO-WYOMING-MONTANA DIVISION

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

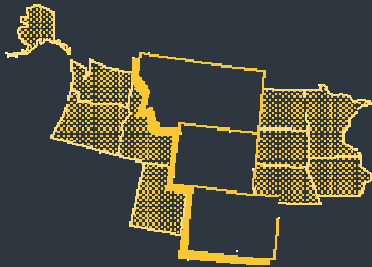
### 2011 CWM Division Annual Meeting

June 3-4, 2011

The Curtis Hotel  
Denver, Colorado

Host Chapter:  
Denver Downtown Chapter

STAY TUNED FOR MORE INFORMATION



### 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

## Check Out the Free Podcasts Available to all IAAP Members!

Here's the latest line-up of experts. You won't want to miss any of these podcasts in the [Talk To The Expert series](#) or at <http://Community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/Podcasts>.

**Ethics In Business – Jeff Lanza** Is it true that more unethical dealings are taking place today? What causes a good employee to go bad? Find out the answers to these questions and more, from a former FBI special agent who worked white collar crime. (Fall Conference Speaker)

**Two Hallmarks of Leadership: Respect and Caring About Others - Steven Iwersen** The workplace is changing - from authoritative to participative. In the process, it is easy to lose sight of core values. But two core values that remain important are respect and caring about others. (Fall Conference Speaker)

**Strategic Skills Important In Today's Workplace – Cal LeMon** The workplace of today has changed – drastically. A lot of work is now done by work groups and teams. But how do you handle an "outlier," a person who interferes with team productivity? Is it possible to create your future through strategic thinking? Dr. Cal LeMon emphatically says, "Yes!" and tells you how. (Fall Conference Speaker)

**How To Get Noticed At Work – Barbara Mitchell** Most of us do our jobs every day, go home at night, then return the next day to start all over again. Learn how to add some zest to your performance to get noticed and your worth appreciated in your organization.

**More Time For You – Alesia Latson** We have information bombarding us today at a rate never seen before. We are accessible through work/home phones and e-mail, cell phones, instant messages, Facebook, blogs, Twitter, LinkedIn, postal mail...with more to come. Hear a couple of simple techniques that could change your life and improve your productivity.

**Outpacing The Competition – Steven Spear** Why is it that some companies beat out their competition and attain greatness? The secret lies in the way they look at their processes (how they provide the product or service) and their focus on continuous learning and improvement.

The Office Professional | **ON-DEMAND TRAINING**  
*The training you want, when you want it.*

*Learn the skills you need—quickly—in a convenient and affordable online environment*

[Come visit us to preview our wide selection of topics](#) and sample some **FREE** sessions!

We at [The Office Professional](#) are keenly aware that it can be tough to find the time and money for quality training in the face of shrinking budgets. You have to be choosier than you'd like to be, picking only those options that are critical for your development needs.

To help make your choice a "no-brainer," the team at [The Office Professional](#) has just launched **On-Demand Training**—our entire catalog of recorded audio conference sessions in an online format— for less than the price of one live session.

**Get access to more than 100 sessions right now!**

These sessions, performed by industry experts, cover many of the challenges you'll face as an administrative professional. And, they're organized by topic to make it easy for you to quickly determine which ones fit your training needs.

To learn more about On-Demand Training, and to receive special IAAP pricing, visit us online at [www.theofficeprofessional.com/ondemand-IAAP](http://www.theofficeprofessional.com/ondemand-IAAP).



Meet your  
2010-2011 IAAP International Association  
**Board of Directors**

	<p><b>Mary Ramsay-Drow, CPS/CAP</b> <b>President</b> 921 E Park Blvd. Oak Creek, WI 53154-3925 Work 414-343-4608 Fax 414-343-4089 Home 414-571-1252 E-mail <a href="mailto:mrdrow@iaap-hq.org">mrdrow@iaap-hq.org</a></p>		<p><b>Tamra Goodall, CPS/CAP</b> <b>President-Elect</b> 106 Laurel Dr. Hurricane, WV 25526 Home 304-757-9216 Work 304-344-9744 Home E-mail <a href="mailto:tamragoodall@comcast.net">tamragoodall@comcast.net</a> Work E-mail <a href="mailto:tgoodall@wvha.org">tgoodall@wvha.org</a></p>
	<p><b>Karlena Rannals, CPS/CAP</b> <b>Vice President</b> 313 Calle Fiesta San Clemente, CA 92672-2114 Home 949-498-8037 Work 858-756-6014 Cell 619-990-1005</p>		<p><b>Antoinette Smith, CPS/CAP</b> <b>Secretary</b> 862 Liberty Village Dr. Florissant, MO 63031 Work 314-233-8054 Fax 314-545-8579 E-mail <a href="mailto:asmith@iaap-hq.org">asmith@iaap-hq.org</a></p>
	<p><b>Judith Yannarelli, CPS/CAP</b> <b>Treasurer</b> 281 Cloverleaf Dr. Longs, SC 29568 Home/Work 843-734-0120 Cell 973-449-8446 Fax 843-734-0120</p>		<p><b>Sharron Buttler, CPS/CAP</b> <b>Director, Canada District (11)</b> 53 Willow Glen Dr. Kanata, ON CANADA K2M 1K9 Work 613-596-7180 Fax 613-596-7763</p>
	<p><b>Wendy Melby, CPS/CAP</b> <b>Director, Great Lakes District (11)</b> Manpower Inc. 100 Manpowr Place, 4th Floor Milwaukee, WI 53212 Work 414-906-7197 Home 262-391-9611 E-mail <a href="mailto:wmelby@iaap-hq.org">wmelby@iaap-hq.org</a></p>		<p><b>Bianca M. Constance</b> <b>Director, Northeast District (12)</b> SIFMA 120 Broadway, 35th Floor New York, NY 10271 Work 212-313-1152 Fax 212-313-1028 E-mail <a href="mailto:bconstance@iaap-hq.org">bconstance@iaap-hq.org</a></p>
	<p><b>Kristi Rotvold, CPS/CAP</b> <b>Director, Northwest District (12)</b> 3719 10th St. N. Fargo, ND 58102 Work 701-234-6091 Fax 701-234-4220 Home 701-235-1045 Cell 701-388-9626 E-mail <a href="mailto:krotvold@iaap-hq.org">krotvold@iaap-hq.org</a> E-mail (emergency only) <a href="mailto:kristi.rotvold@sanfordhealth.org">kristi.rotvold@sanfordhealth.org</a></p>		<p><b>Virginia Boyd, CPS/CAP</b> <b>Director, Southeast District (11)</b> Ascend Performance Materials 1515 Hwy 246 S (29646) PO Box 1057 Greenwood, SC 29646 Work 864-942-4219 Fax 864-942-4726 E-mail <a href="mailto:vboyd@iaap-hq.org">vboyd@iaap-hq.org</a></p>
	<p><b>Dortha Gray, CPS/CAP</b> <b>Director, Southwest District (12)</b> 7626 Millshire Way Houston, TX 77095 Work 713-651-6302 Home 281-856-2726 E-mail <a href="mailto:dgray@iaap-hq.org">dgray@iaap-hq.org</a></p>		<p><b>Leanne Fisher, GradCert Bus, JP</b> <b>Affiliate Representative (11)</b> PO Box 4229 Melbourne University Victoria 3052 AUSTRALIA Work 61 3 8344 4721 Home 61 3 9744 6976 E-mail <a href="mailto:lfisher@iaap-hq.org">lfisher@iaap-hq.org</a></p>
<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>		



## Attention Book Cliff Chapter:

As we move forward into our second month of the year we are still looking for Committee Chairs in the following areas;

- Hospitality/Sunshine Fund
- Marketing/Publicity/Promotion
- Webmaster

If you are interested in chairing one of these committees or participating on any committee please let me know and I will get you the information to succeed in this role.

These roles are not as hard as you think and can be a lot of fun! By serving on a committee you will be adding to the Chapter's success, and igniting the leader within yourself!

