

**WELCOME TO IAAP**

Please join us in 2010 to find out more!

**POWER  
of  
Commitment**

# Book Cliff Chapter

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T.E.A.M. Leaders  
2009-2010**

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**BOOK CLIFF CHAPTER COMMITTEES**

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

**Book Cliff Chapter**

**International Association of Administrative Professionals**

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.

We meet the third Wednesday monthly. If you are interested in attending any of our programs, please call Karen at 970-216-6546 970-216-6546 .

**Mark your calendars!  
Remaining 2010 Book Cliff Chapter  
Meetings  
May 19, 2010 - QuickBooks Training  
Election of 2010-11 Officers  
June, July and August - Summer  
Vacation/Planning months**

**Upcoming Educational Opportunities:**

- Leadership Presentations
- Microsoft Certified Application Specialist Workshops
- Surviving a Layoff
- Introduction to QuickBooks
- Change Management



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

**Contact us**

Book Cliff Chapter  
P. O. Box 1381  
Grand Junction, CO 81502  
<http://www.iaap-bookcliff.org>

<http://www.facebook.com/pages/IAAP-Book-Cliff-Chapter/297106613851>

Twitter search: #bc\_iaap

**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



## The Power That can be Found in IAAP

*What is personal power? How can it be increased? Why do you need it?*

*The power of learning something new in IAAP transfers directly into your day to day life. The confidence you gain learning the IAAP tasks also increases your confidence in other areas of your life.*

*The power of the group decision making process instills a sense of teamwork and camaraderie in your inner self. The increase in your self esteem becomes apparent to all who know you, and the power of the friendships you make will last a lifetime.*

*The power of supporting the Chapter will have a lasting effect on the Association. Your actions and decisions really make a difference to the International Association and to the local members.*

*The power of having fun while doing work will transfer over to your employment situation. You will learn easier and more efficient ways of doing things through your interactions with others in the chapter.*

*The power of sharing your feelings with like-minded people strengthens your impact in making changes that improve your life at work and at home*

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*Karen Loughman, CAP  
Book Cliff Chapter President*

*A Message from Our President*

### *Meet Our APD Committee Chair Person*

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Hi, my name is Dee Dee Crawford. I have been a member of the IAAP Book Cliff Chapter of Grand Junction, Colorado since 2009. I joined IAAP to meet professionals who share my goals and interests. The IAAP is an organization that not only supports its members to be their best, but also promotes organization, team building, and leadership skills.

This year I have taken on the role of Committee Chair for our annual Administrative Professionals Day event. I have drawn on the decision making, organizational, and delegating skills gained through various positions I have held. It is both challenging and rewarding to serve on a committee or to chair one. Our chapter board has been supportive and helpful in guiding me through the process of APD.

To have a successful organization it is important for all chapter members to become involved at every level; whether it's serving on a committee, chairing a committee or special event, holding an office, or volunteering to fill a needed position at an event such as APD.

Get involved, don't be shy...sharing your talents and skills will only strengthen our chapter. You may feel you do not have the necessary skills, but you can bring new ideas and talents to the organization. The success of an organization depends on the participation and dedication of its members.

So why not join in the fun and lend a hand at this year's Administrative Professionals Day annual event!



### *Administrative Professionals Day*

*April 21, 2010*

*Two Rivers Convention Center  
Grand Junction, Colorado*

*Educational Workshop & Luncheon*

*8:00 am - 2:30 pm*

### *Submit a nomination today for the Administrative Excellence Award!*

Hurry, nominations for the OfficeTeam Administrative Excellence Award close on April 30, 2010. The award is given to an administrative professional who demonstrates a commitment to leadership and education, and provides meaningful contributions to his or her employer.

The winner will be announced during IAAP's International Education Forum and Annual Meeting in July. For more information or to submit a nomination, visit [www.officeteamaward.com](http://www.officeteamaward.com).

### *Free webinar for one recertification point*

On Administrative Professionals Day, IAAP members are encouraged to attend a free webinar exclusively for administrative professionals – "Improve Communication and Productivity: Microsoft Office Suite and Beyond." Get valuable advice you'll use every day to be more efficient. This webinar is Wednesday, April 21 at 3 p.m. ET. [Sign up today.](#)



## ADMINISTRATIVE PROFESSIONALS WEEK

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Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

### Vendor Expo 8:00 am—2:30 pm

Stop by and visit the vendor booths for demos and product sales. The new Miche purses will be here, jewelry from Silpada, products from Pampered Chef and much more. Don't forget to sign-up at each vendor table for a chance to win some really great prizes!

### Future Dates

#### Administrative Professionals Week

2011: April 24-30  
2012: April 22-28  
2013: April 21-27  
2014: April 20-26  
2015: April 19-25  
2016: April 24-30  
2017: April 23-29

#### Administrative Professionals Day

2011: April 27  
2012: April 25  
2013: April 24  
2014: April 23  
2015: April 22  
2016: April 27  
2017: April 26

### Please Join Us...

April 21, 2010

Two Rivers Convention Center

Administrative Professionals Day

Educational Workshop & Luncheon

### Change...

*Propelling us to the future*



International Association of  
Administrative Professionals®

*Book Cliff Chapter*

# Change ... Propelling Us to the Future!

One thing that always remains the same is Change! Sometimes frustrating...sometimes challenging...sometimes an opportunity waiting to be discovered...CHANGE is inevitable! If your first reaction to CHANGE is..."Oh No...Now What?!", then this interactive and inspirational workshop is for you. You are invited to join your IAAP friends and colleagues to gain insights as to how you might be better prepared to adapt to change...deal with challenges more effectively...and even excel — despite CHANGE!



*Carla Sanda is the founder of Consensus By Design, a woman owned company that works with a wide range of organizations on topics ranging from strategic planning to employee empowerment. But, without exception, every issue most certainly involves CHANGE! Carla has designed an energetic program sprinkled with both personal and professional reflections – with time to laugh, listen, and learn from each other.*

## Administrative Professionals Day®

April 21, 2010 @ 8:00  
Two Rivers Convention Center  
Registration Information: [www.iaap-bookcliff.org](http://www.iaap-bookcliff.org)

*We look forward to seeing you on April 21st. Please feel free to invite your supervisor to join us for lunch. Space is limited, so mark your calendars and reserve your spot now!*

*IAAP Book Cliff Chapter would like to thank the following sponsors for their continued support!*

- Office Furniture & Design Centers, Inc.*
- Avery Dennison*
- Office Arrow*

## AGENDA

### *Two Rivers Convention Center*

- 8:00 am - 9:00 am *Registration*
- 8:30 am - 9:00 am *Ergonomics Workshop*
- Register to win an office chair*
- 8:30 am - 9:00 am *Avery Workshop & free samples*
- 9:00 am - 9:15 am *Welcome*
- 9:15 am - 11:30 am *Workshop: **Change...Propelling Us to the Future***
- 11:30 am - 12:00 pm *Break/Vendor Expo/Workshops*
- 11:30 am - 12:00 pm *Ergonomics Workshop*
- Register to win an office chair*
- 11:30 am - 12:00 pm *Avery Workshop & free samples*
- 12:00 pm - 1:30 pm *Lunch & Seminar by Carla Sanda*
- "Change—Lessons Learned"*
- 1:30 pm - 2:30 pm *Vendor Expo*
- 2:30 pm *Closing*

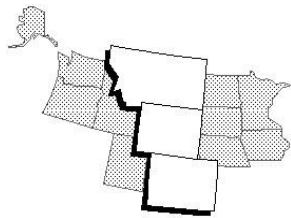
*Contact Dee Dee Crawford for additional information at 970--778--7556 or [deedeelliss@hotmail.com](mailto:deedeelliss@hotmail.com)*

[www.iaap-bookcliff.org](http://www.iaap-bookcliff.org)  
*Follow us on Twitter & Facebook*

**POWER**  
**Commitment**

## APW Theme

The Administrative Professionals Week theme for 2010 is **Power of Commitment**. Power of Commitment encompasses everything about administrative professionals and their values. As admins show commitment in all their work, they fully contribute to the workplace.



COLORADO-  
WYOMING-  
MONTANA

**POWER**  
of  
**Commitment**

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

## 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

## IAAP DIVISION HAPPENINGS...

### 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!*

—There are no real secrets to success. Success in anything has one fundamental aspect – effort... Take action with commitment!. ~ Sam Parke

### 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

IAAP offers many opportunities that challenge us both professionally and personally. One of those opportunities is to **run for a Division office**. As we look forward to continued growth and leadership in our Division, the CWM Division Nominating Committee enthusiastically urges you or someone in your Chapter to **consider serving** at the Division level. Nominations are being accepted for the offices of President-elect, Vice-President, Secretary and Treasurer.

New officers will be elected during the Annual Meeting in Cheyenne, WY in June and will assume their duties on July 1, 2010. The procedures and duties for each office are described in the CWM Division Bylaws Article IV, the CWM Division Bylaws Article IV.

**IAAP Book Cliff Chapter  
Meeting Minutes  
March 17, 2010**

*Pending Approval*

**Members Present:** Kym Bevan, Chris Church, DeeDee Crawford, Louise Davidson, Meg Fritts, Kristina Gragg, Susan Habliston, Pearl Hasson, Kristin Hoaglund, Ollie Hopeck, Pam Lair, Karen Loughman, Sally Lowrey, Janice McDonald, Melissa Medina, Deborah Monfea, Sue Mueller, Cherie Pedersen, Maria Pinder, Kyle Sheldon-Chandler, Bernice Stogsdill, Lara Swanson, and Laney Wooster.

**Guests:** Donna Lowery and Candice Ebersohl

**BUSINESS MEETING**

**Approval of Minutes**

February minutes were approved as posted in the newsletter.

**Treasurer's Report**

The overall ending balance for all accounts is \$3,299. Sally is concerned that the checking account balance is down to \$1,600. The treasurer's report was filed as presented.

Karen presented a bill for \$100 to cover APD brochure stamps. Pearl made a motion to reimburse Karen for the bill. The motion was seconded by Janice and received a unanimous approval.

**Committee Announcements**

Pearl announced that Bill Beausay, motivational speaker, is confirmed for the October 20, 2010 meeting.

The Book Cliff Chapter website is currently in the number one position for the Division competition.

Sally announced there is just a \$25 shortage in the donations for the paver in memory of Juanita Cosslett. Pearl committed \$10 and Pam committed \$15.

Karen asked for volunteers for the nominating committee. Sally, Pearl, and Bernice will serve on the nominating committee. Nominations for officers will be distributed via email during the month of April.

Kim announced that proposed bylaws will be distributed via email prior to the May meeting.

The cookbook will not be complete in time for APD because there have not been enough recipes received. Members were encouraged to submit more recipes and tips in order to get cookbook sales underway.

DeeDee announced that there were 300 APD brochures mailed out. Kyle announced that online registration will be up by Friday, March 19 and the Business Times article will be published in the March 24 issue. DeeDee also announced that response from APD vendors has not been good and members were encouraged to solicit vendors for program participation. DeeDee asked for more APD volunteers. Laney volunteered for the clean-up committee and a list of additional duties was distributed for sign-up.

**KUDOS**

Karen thanked DeeDee, Chris, Pearl, and Kristin for getting the APD brochures completed and mailed.

Pesos were distributed to members who have connected to Karen via the website and to those members wearing their name badges,

**PROGRAM**The program of the evening entitled, *Agenda Planning and Meeting Minutes* was presented by members Kristin Hoaglund and Melissa Medina.

There being no further business, the meeting was adjourned at 7:25 p.m.

## UPCOMING EVENTS:

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- ◆ Administrative Professional's Day (APD) will be observed on April 21, 2010.
- ◆ Administrative Professional's Week (APW) will be observed April 18 through April 24, 2010.
- ◆ 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>).

## News from the International Board of Directors

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The International Board of Directors held meetings via conference call on the following dates:

January 12, 2010, February 9, 2010, and the March 7, 2010 Spring Board Meeting held in Reno, NV.

- The Board approved the RTF/IAAP Management and Administrative Services Agreement.
- The Board approved the elimination of The Academy effective June 30, 2010.
- The Board approved the appointment of Alverta Harty CPS/CAP as Coordinator and Angie LaCarte as Co-Coordinator of the 2013 IAAP Education Forum and Annual Meeting (EFAM) to be held in Anaheim, CA.
- The Board appointed Jeff Neurauter as Parliamentarian for the 2010-2011 IAAP year.
- The Board approved clarifications to the Pathways to Excellence Program to take effect beginning July 1, 2010.
- The Board approved audit clarifications, updates and requirements to the Pathways to Excellence program to take effect beginning July 1, 2010.
- The Board approved the International Standing Committees and Institute for Certification Dean appointment for the 2010-2011 IAAP year.
- The Board approved the 2010-2011 International Theme, "Passion & Purpose"

# FINAL Steps to Taking CPS/CAP May 2010 Exam

## Reinvestment and Recovery Act!

On my drive to work every morning I go through a little road construction. There are signs telling me that my tax dollars are at work for me in our government's "Reinvestment and Recovery Act"! This is our government's plan to create more jobs and reinvest in our countries infrastructure and recover our place in the world economy.

Guess what? Taking the CPS/CAP exam is my own personal "Reinvestment and Recovery Act!" I have reinvested in myself with my time and money to recover my potential to have a place in the job market. Make sense to me. I'm on it!

## Admissions letter...

A couple of weeks ago I received my CPS Admissions letter to take the three-part examination on May 8<sup>th</sup> at Mesa State College. (FYI: I will take the CAP exam in the fall)

I am to bring a photo ID, the admissions letter, a hand held calculator and two - #2 pencils. The letter also stated that certification is granted only to candidates who have completed all parts of the exam and have met the proper education and experience requirements. If you have a rating of "**P**" you will be certified upon passing all parts of the exam. If your rating is "**E**" you will need to submit additional verification regarding your experience.

**Good news:** I am a "**P**"; soooo all I have to do is pass the exam!

**Bad news:** Performance reports will not be mailed until approximately 45 days after the exam is taken. *OMG! I will be a banana! Apologies in advance for my breakdown!*



## Buckle down and stay on course...

- Meet with study group every week until exam day!
- Post 5 flash cards a day on the computer monitor at work and flip as needed.
- Use interactive CD tutorials to help absorb more of the material.
- Discipline, discipline, discipline with chocolate!

Guess what? I have failed many times in life. The worst thing that can happen to me is that I fail the exam and try again. Some of my best opportunities have come from what I thought was a failure. This is wisdom that comes through experience. Never, ever give up!

**POWER**  
*of*  
**Commitment**

Check out this link for certification info.

<http://www.iaap-hq.org/prodev/certification/exams.html>