



International Association of
Administrative Professionals®
Pikes Peak Chapter

Pikes Peak Chapter Cog Road

September 2009

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2009-2010 Pikes Peak Chapter Officers

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Meeting Notice

DATE Tuesday, September 8, 2009
PROGRAM No speaker or education program
NEW LOCATION **Leon Young Service Center**
1521 Hancock Expressway
Colorado Springs, CO 80903

From southbound I-25, take the Circle Drive exit 138. Turn LEFT. Continue on South Circle until the Hancock Expressway exit (over the bridge, first exit). Turn RIGHT and continue on Hancock Expressway (turns into Union), until your first LEFT, turn onto Hancock Expressway. Leon Young Service Center will be on right.

From northbound I-25, take the Circle Drive exit 138. Turn RIGHT. Continue on South Circle until the Hancock Expressway exit (over the bridge, first exit). Turn RIGHT and continue on Hancock Expressway (turns into Union), until your first LEFT, turn onto Hancock Expressway. Leon Young Service Center will be on right.

From the EAST: Take Fountain Blvd. to Union Blvd., turn LEFT. Continue south until Hancock Expressway, turn RIGHT. Continue to the Leon Young Service Center.

From DOWNTOWN: Turn LEFT on E. Colorado Ave. RIGHT on S. Wahsatch Ave. LEFT on Fountain Blvd. RIGHT on Hancock Expressway. Make a U-TURN at Hancock Drive, then continue to the Leon Young Service Center.

TIME 5:45 p.m. Social Time
6:00 p.m. Chapter Meeting

MENU Rotisserie Chicken, Steamed Vegetables, Garlic Dill New Potatoes, Cornbread & Cookies. Catered by Boston Market. Drinks will be available for purchase at the meeting.

COST \$11.00/person. Make checks payable to Pikes Peak Chapter IAAP or exact payment in cash is appreciated.

HOSTESSES Kerstin Fracassini-Rieff and Cathy Andrew.
GREETERS Michelle Donovan, Aubree Lujan CPS/CAP and Gloria Viebrock.

RSVP deadline is 5:00 p.m. Thursday, Sept 3. Please RSVP to Chapter Liaison Christine Schemmel CPS/CAP at 201-3561 or cdschemmel@netzero.net. If you desire to attend meeting only (no meal), please inform Christine when you make your meeting reservation. Thank you.



President's Message



Dear Chapter Members,

It is that time again for the Pikes Peak Chapter to start our exciting 2009-2010 year. I am honored to be your President and to guide us through the year. Your Board and I have been working hard behind the scenes to make this a great year.

Let me start with some quick highlights of the annual Educational Forum and Annual Meeting (EFAM) held on July 26-29, 2009 in Minneapolis, MN. President-Elect Gloria Viebrock and I arrived safely and had a wonderful and educational time. We met a lot of wonderful people from across the country.

While the attendance was down about 600 from last year (due to the economy), we did set a different record for the longest Business meeting over the proposed Bylaws and Standing Rule changes. Please read my Delegates Report on our chapter website.

After arriving home the next weekend we conducted the Board Retreat. Carla Hall CAP and Eileen Verosko CPS graciously provided leadership roles and responsibilities for the incoming Board. WOW did we learn a lot! I would like to say Thank You to Carla and Eileen for taking the time out of their busy schedule to give the new Board guidance and support.

We will provide copies of our year-end survey at our September chapter meeting and it will also be posted on our website. After reviewing the survey which gave us a baseline of where you as members would like the chapter to go, we will work towards achieving the "Chapter of Excellence" for 2009-2010 as well as continue with meals, educational programs, and most of all have FUN!

Please note a change in the meeting location for this years' chapter meetings. We are moving to a new location, the Colorado Springs Utilities Leon Young Center. The center is located at 1521 Hancock Expressway. There will be room for meals, presentations, and best of all networking. I feel this will be a great venue for our chapter.

I am here for YOU to help you grow in IAAP and as a person and am looking forward to getting to know all of you this year. You can contact me anytime at quiltbuilder@comcast.net or carol.hardin@afscn.com or by cell phone 719-650-6506 or work 719-637-6572.

Cheers!

President, Pikes Peak Chapter

2009-2010 International Board of Directors



Front row left to right: Treasurer Karlena Rannals CPS/CAP, Vice President Tamra Goodall CPS/CAP, President Susan Shamali CPS/CAP, President Elect Mary Ramsay-Drow CPS/CAP, Secretary Janine Riemersma CPS/CAP. *Second row left to right:* Northeast District Director Judith Yannarelli CPS/CAP, Affiliate Representative Jennifer Hinkson CMP, Northwest District Director Valerie King CPS/CAP, Great Lakes District Director Wendy Melby CPS/CAP, Southeast District Director Virginia Boyd CPS/CAP, Canada District Director Sharron Buttler CPS/CAP, Southwest District Director Antoinette Smith CPS/CAP.

2009-2010 Colorado/Wyoming/Montana (CWM) Board of Directors

President Margaret Hartl, Rim Rock Chapter, Billings MT
President-Elect Tish Neff, Book Cliff Chapter, Grand Junction CO
Vice President Eileen Verosko CPS. Pikes Peak Chapter, Colorado Springs CO
Recording Secretary Judy Smith CPS/CAP
Treasurer Andrea Latine CPS/CAP

Pikes Peak Chapter 2009-2010 Board of Directors

President	Carol Hardin CPS
President-Elect	Gloria Viebrock
Vice President	Rebecca Schmalle CPS/CAP
Treasurer	Paula O'Keefe CPS/CAP
Recording Secretary	Kerstin Fracassini-Rieff
Chapter Liaison	Christine Schemmel CPS/CAP

**Colorado – Wyoming – Montana (CWM)
Division Annual Meeting Report
Delegate Mary Dyster CPS/CAP**

The Pikes Peak Chapter was honored to host the **2009 Colorado-Wyoming-Montana (CWM) Division Meeting** on June 5-6, 2009, at the Embassy Suites in Colorado Springs.

The meeting gave our chapter members an opportunity to attend an CWM Division meeting in our own backyard for only the cost of registration. Unlike the International Convention, the smaller scale of the CWM Division meeting allowed for many networking opportunities.

There were 39 attendees at the CWM Division Meeting with 16 of them Pikes Peak Chapter members. Mary Dyster CPS/CAP served as the Pikes Peak Chapter Delegate while President-Elect Carol Hardin CPS served as the Chapter Alternate Delegate.

The Friday morning educational seminars started with an energetic presentation *Exercise Your Mind, Body and Soul* with Deena Ellin, MS, Air Force Space Command Fitness Program Consultant Health Promotion Director. It was followed by *Facets of Leadership* with Nancy Upchurch CPS/CAP, who was assisted by Vi McNew CPS, PRP, and Joyce Teter CPS, RP. This seminar earned Recertification points.

Friday afternoon's seminar *Trust is Essential & Profitable!* with an optional arrow breaking exercise was presented by Terri Norvell. Recertification points were also awarded for this presentation.

Saturday morning CWM President Kyle Shelton-Chandler VA called the meeting to order and reported on the state of the Division.

The incoming **2009-2010 CWM Division Board of Directors** are President Margaret Hartl, President-Elect Tish Neff, Vice President Eileen Verosko CPS, Recording Secretary Judy Smith CPS/CAP, and Treasurer Andrea Latine CPS.

Highlights of the meeting included President Sheldon-Chandler VA awarding the **2008-2009 Membership Growth Awards**. First place to Book Cliff Chapter with 11 new members, **Second place to Pikes Peak Chapter** with seven new members, and Third place to Cutting Edge Chapter with three new members respectively.

Newsletter Awards. First place – Rim Rock Chapter, Second place – Denver Chapter, Third place – Book Cliff Chapter.

Website Awards as follows: First place to Rim Rock Chapter, Second place to Old West Chapter and **Third place to Pikes Peak Chapter**.

Finally President Sheldon-Chandler VA announced Rim Rock Chapter as the winner of the \$100 CWM Division Chapter of Excellence drawing. Our very own Aubree Lujan CPS/CAP won the \$50 Member of Excellence drawing!

Thank you to Chair **Angie Guerrero CPS** for an outstanding job coordinating the CWM Annual Division Meeting. Old West Chapter, Cheyenne Wyoming will host the 2010 CWM Division Meeting.

Pikes Peak Chapter Members of Excellence

In addition to recently achieving the 2008-2009 Chapter of Excellence Award, our chapter is privileged to have eight Members of Excellence. Kudos to members **Mary Dyster CPS/CAP, Carol Hardin CPS, Jennifer Frank CPS, Rhonda Lavoie, Aubree Lujan CPS/CAP, Paula O'Keefe CPS/CAP, Bobbie Pratts CPS and Christine Schemmel CPS/CAP.**

Certified Professional Secretary (CPS®) & Certified Administrative Professional (CAP®) Certification

We'd like to acknowledge our chapter members who achieved their CPS and CAP certification this past June: **Micki Vogt CPS** (Honeywell), **Carol Hardin CPS/CAP** (Honeywell), **Pat Andries CPS/CAP** (L-3 Communication) and **Christine Schemmel CPS/CAP** (USA Swimming). We are so proud of their accomplishments!

Looking for the June Chapter Meeting Minutes? It is posted on our website at www.iaap-pikespeak.org.

Members' Corner

Congratulations to our members who celebrate a membership milestone in September!

September Anniversaries

Robbie Smarr CPS	15 years
Barbara Lake CAP	3 years
Kerstin Von Hoene	3 years
Shannon Almborg	1 year
Crystal Moreno	1 year

Happy Birthday



Eileen Verosko CPS	Sept 01
Pat Andries CPS	Sept 17
Lois Farrell	Sept 19
Christine Swanson CPS	Sept 22
Maria Borrello	Sept 22
Maureen Jensen	Sept 27



Congratulations to the beautiful couple Jennifer and Andrew (Drew) Frank on their recent July wedding. Jennifer Frank CPS is a lot easier on the tongue than Jennifer Koscheski! The newlyweds will reside in the Briargate area. We are thrilled for them and wish them many years of happiness!

September Observances

September 7	Labor Day
September 11	Patriot Day
September 22	Autumn Begins
September 28	Yom Kippur

PIKES PEAK CHAPTER OF IAAP 2009-10 Calendar of Events

Pikes Peak Chapter meets the second Tuesday of each month. Chapter meetings begin at 5:45 p.m. at our new location, the **CSU Leon Young Service Center** at 1521 Hancock Expressway, Colorado Springs, CO.

More information can be found at <http://www.iaap-pikespeak.org> or by contacting Carol Hardin CPS/CAP, President, Pikes Peak Chapter at carol.hardin@afscn.com

September 8, 2009 Chapter Meeting

Welcome to the 2009-2010 Year. No program scheduled.

October 13, 2009 Chapter Meeting

"Discovering Your Memory Power" with Jana Owen and Celebrating Pikes Peak Chapter's 65th Year.

November Membership Drive (Date & Location TBD)

Potential Member and Certification Presentations

November 10, 2009 Chapter Meeting

Retirement Trust Foundation; Program: Retirement/Savings with Gregg Welch, Vice President UMB

December 8, 2009 Chapter Meeting

Holiday Social, Silent Auction & Dessert Contest

January 12, 2010 Chapter Meeting

Past President Recognition

February 9, 2010 Chapter Meeting

How to Handle Conflict in the Workplace

March 9, 2010 Chapter Meeting

Safety Program with Colorado Springs Policy Department

March Membership Drive (Date & Location TBD)

Potential Member and Certification Presentations

April 13, 2010 Chapter Meeting

OfficeTeam Presentation – Topic TBD

April 18-24, 2010 Administrative Professionals Week

April 21 Administrative Professional Days Luncheon & Program

May 11, 2010 Chapter Meeting

Chapter Elections; Program: Avery Office Products

June 8, 2010 Chapter Meeting

2010-2011 Officer Installation

July Chapter Social (Date & location TBD)