



www.iaap-pikespeak.org

# Pikes Peak Chapter Cog Road December 2009

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## 2009-2010 Pikes Peak Chapter Officers

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## MEETING NOTICE

**DATE**  
Tuesday, January 12, 2010

**PROGRAM**  
**Web Community with Ellen Polyard**  
**Pikes Peak Chapter Webmaster**  
**Past Presidents' Recognition**

**LOCATION**  
Leon Young Service Center  
1521 Hancock Expressway  
Colorado Springs, CO 80903

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

**MENU**  
Pizza – variety from Pizza Hut. Drinks available at .50 cents.

**COST** \$4.00/person for pizza . Make checks payable to Pikes Peak Chapter IAAP or exact payment in cash is appreciated.

**HOSTESSES:** Lily Wright and Micki Vogt CPS  
**BEVERAGE HOSTESS:** Cheryl Sanfilippo  
**GREETERS:** Paula O'Keefe CPS/CAP and Bobbie Pratts CPS/CAP

**RSVP deadline is 5:00 p.m. Thursday, January 7th.**  
Please RSVP to Chapter Liaison Christine Schemmel CPS/CAP at 201-3561 or [cschemmel@q.com](mailto:cschemmel@q.com). If you desire to attend meeting only (no meal), please inform Christine when you make your meeting reservation. Thank you.

### In This Issue

Meeting Notice	1
President's Message	2
IAAP/CWM/Chapter Board of Directors	3
CPS/CAP Certification	4
Members Corner	4
Making Career Resolutions	5
Chapter Calendar Year	6



## President's Message



From the Desk of Carol L Hardin CPS/CAP,

Happy New Year! I hope everyone had a wonderful Holiday Season. We will be starting off the New Year with a special election for Vice President. The Board of Directors will be appointing someone to fill the Recording Secretary position. We are looking for someone to step up for the Vice President's position for the remainder of this year.

The Pikes Peak Chapter is currently looking for volunteers to work on our Administrative Professional Week Luncheon held annually in April. We have a lot of the different committee open for volunteers. Gloria Viebrock and I will hold a kickoff meeting early in January.

I would like to update you on the chapter's goal of attaining the **Chapter of Excellence** for the 2009-2010 year. To date we have accomplished nine out of the fourteen criteria. We are working diligently on the remaining five criteria to reach our goal.

*Criteria #1 (60% of the chapter meetings offer certification points)*

*Criteria #4 (Publish at least six newsletters/e-newsletters)*

*Criteria #12 (Sponsor or Co-Sponsor a Professional Development Seminar or Sponsor/Co-Sponsor an APW/APD and/or Annual Executives' Event)*

*Criteria #15 (Conduct at Least one Impact Meeting)*

*Criteria #16 (Conduct New Member Orientation Program).*

We would also like to have a member volunteer to write and submit the application for the Avery Chapter Achievement Award again this year. This would give us 15 of the criteria's required for the Chapter of Excellence.

At our January 12<sup>th</sup> chapter meeting we will recognize our Past Chapter Presidents. I feel our chapter is very rich with knowledge from our Past Presidents to help give us guidance and support. We also have several that have gone on to lead our Division. This shows the strength of our chapter. Our program for January will be on the Web Community with Webmaster Ellen Polyard. Certification points are pending.

I look forward seeing you at the January chapter meeting!

*Carol L. Hardin CPS/CAP*

President, Pikes Peak Chapter

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

## 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, Old West Chapter, Cheyenne WY

**Treasurer:** Andrea Latine CPS/CAP, Denver Chapter, Denver CO

## Pikes Peak Chapter 2009-2010 Board of Directors



*Front row left to right:* Kerstin Fracassini-Rieff, Recording Secretary; Carol Hardin CPS/CAP, President; Pat Andries CPS/CAP, Parliamentarian.  
*Second row:* Rebecca Schmalte CPS/CAP, Vice President; Gloria Viebrock, President-Elect; Paula O'Keefe CPS/CAP, Treasurer; Christine Schemmel CPS/CAP, Chapter Liaison.

## Chapter Meeting Minutes

A draft copy of the minutes is posted on the chapter website at [www.iaap-pikespeak.org](http://www.iaap-pikespeak.org).

## Certified Professional Secretary (CPS®) and Certified Administrative Professional (CAP®) Certification

Congratulations to our newly certified members: **Lynn Dibben CPS, Marian Fitzwater CPS** on achieving their CPS rating and to **Bobbie Pratts CPS/CAP** on achieving her CAP rating. **Lois Farrell** also sat for the November exams and passed one of the three sections of the CPS Certification. We know she will conquer the rest in May 6-7, 2010.

The CPS Examination is a three-part exam covering the areas of office technology, office systems and administration, and management.

The advanced CAP Examination is a four-part exam covering the areas of office technology, office systems and administrative management, and advanced organizational management.

February 15, 2010 is the deadline to submit applications for the May 6-7, 2010 certification exams. **Pikes Peak Chapter has review books to study for the exams. They can be checked out from checkout.** Members can download the exam application packet at <http://www.iaap-hq.org/prodev/certification/exams.html>.

The CPS and/or CAP Certification ratings are industry recognized standards of proficiency.

## Recertification

CPS and CAP holders are required to update credentials every five years through the recertification process.

Effective January 1, 2005, those CPS and CAP holders not keeping current through the recertification program will have their certification status changed to inactive on the IAAP database.

Effective January 1, 2009, those CPS and CAP holders who do not recertify by their time limit may have a 120-day grace period to submit their complete recertification paperwork. Those individuals will pay the initial \$75 recertification fee plus a \$100 late fee.

## RTF/Vista Grande

**Sue Meeks** wanted to share her visit to Vista Grande: I recently had the opportunity to tour the IAAP retirement center, Vista Grande. We were in Albuquerque returning from my mother-in-law's funeral in Nevada and happened to be near Rio Rancho so we stopped in and took a tour.

It seemed like a nice community where the residents look out for one another. I only saw a one-bedroom unit. It is fairly small, under 700 sq. feet, but adequate for a single person or couple looking to stay here. Members, note they do have one-bedroom units available now. Only the two-bedroom units have a waiting list.

I also found the pavers that have been donated by IAAP members and Pikes Peak Chapter. It was kind of fun to actually see the place we have heard so much about over the years.

## Members Corner

Congratulations to our members who will celebrate a membership milestone during January 2010.

January Anniversaries	
<b>Lynn Dibben</b>	<b>2 years</b>
<b>Thomas Williams</b>	<b>2 years</b>
<b>Karen Crews</b>	<b>19 years</b>
<b>Karla Boaz CPS</b>	<b>23 years</b>
<b>Linda Iverson CPS/CAP</b>	<b>23 years</b>

## Welcome New Member

Please join us in welcoming **Peggy Gray** as the newest member of Pikes Peak Chapter.

**Peggy** is employed as the Records Secretary at Falcon School District 49. We look forward to installing **Peggy** at a future chapter meeting.

## Happy Birthday to...

Jean Reed CPS	Jan 01
Claire Bozath	Jan 03
Shelly Kennedy	Jan 03
Angie Palloto	Jan 06
Kimberlee Morris	Jan 10
Lorna Cwiak	Jan 13
Carolyn Thompson	Jan 16
Patty Keller	Jan 19
Jennifer Horn	Jan 19
Rose Mintle CPS/CAP	Jan 28

Our apologies for omitting Mary Adams' December 17<sup>th</sup> birthday in last month's COG.

### Member News

**Barbara Hermansen** retired on January 4, 2010 from the Colorado Springs Economic Development Corporation, where she worked as Assistant Office Manager Receptionist. In 1988 when Barbara started at EDC, email did not even exist and cell phones were large and weighed pounds, not ounces like they do today! After 47 years of working 8 to 5, Barbara is really looking to forward to her new found freedom and to redecorating her condo.

On December 16, EDC honored Barbara with an Open House to celebrate her retirement. Pikes Peak Chapter Members had an opportunity to attend and support Barbara on her new life journey!

**Beth Laliberte** writes: I am doing great. Freezing in Dallas this week (December 8<sup>th</sup>). It's been in the 30's and 40's. Snowed one day last week. Funny I thought I moved away from all the cold. We moved to Dallas last summer and are managing a self storage facility in Las Colinas. We have a two bedroom apartment so have a room for traveling guests. We are close to our five grandchildren and take care of our youngest two on Mondays. I love getting to be a part of their lives. Miss all of you and will drop by a meeting if I'm in the area. Wish you all a very Merry Christmas and Happy New Year. Love to all.

### Making Career Resolutions You Can Keep

Most people view January as an opportunity to reflect on the past few months and set resolutions for the new year. When identifying upcoming goals, however, don't forget career-related resolutions. Here is some advice for setting new objectives — and sticking with them:

- **Don't bite off more than you can chew.** Be sure to identify goals that challenge you to stretch your abilities but won't require near-impossible amounts of time and effort to achieve. After all, making an unrealistic resolution can prove more frustrating than motivating. Consider your schedule and available resources. Given these factors, what can you realistically accomplish?
- **Break it up.** Break your goals into smaller "mini-goals" to help you stay on track. If you want to take on more responsibility within your department, for example, your mini-goals may be to talk to your manager about your plan, determine the skills you need to develop, identify the appropriate professional development options, then complete the training.
- **Set deadlines.** To improve your chances of success, establish a timeline for accomplishing each step along the way to your larger objective. This will give you something to work toward and allow you to better track your progress.
- **Acknowledge your success.** No matter how small the accomplishment, give yourself a pat on the back each time you reach one of your objectives. You might treat yourself to a nice lunch, for instance. By doing so, you will maintain your momentum.
- **Maintain perspective.** Be dedicated to your career, but don't overdo it. Piling too many goals on your proverbial plate can set you up for failure. At the same time, don't lose sight of any personal resolutions you've set this year. Keeping space for other objectives, like eating healthier or taking a dance class, is important.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. For more information, contact Associate Member Jamie Castaneda at 719.532.9500.*

## January Holiday Observances

Jan 1      New Year's Day  
Jan 18     Martin Luther King Day

## IAAP Pikes Peak Chapter 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**, 1521 Hancock Expressway, Colorado Springs, CO. More information can be found at <http://www.iaap-pikespeak.org> or by contacting President Carol Hardin CPS/CAP at [carol.hardin@afscn.com](mailto: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 65<sup>th</sup> Year.

### October 17, 2009 Information Seminar on Enhance Your Career (CANCELLED)

Membership Drive and Certification Presentations, Printers Pkwy Medical Plaza.

### November 10, 2009 Chapter Meeting

Retirement Trust Foundation; Program: Retirement/Savings with Tony Beach, Vice President UMB.

### December 8, 2009 Chapter Meeting

Annual Holiday Social, Gift Exchange & Silent Auction

### January 12, 2010 Chapter Meeting

Past President Recognition//Web Community with Ellen Polyard (Certification points pending)

### February 9, 2010 Chapter Meeting

How to Handle Conflict in the Workplace (Certification points pending)

### 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)