



# COMMUNIQUE

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KERRY HAMMOND

THE ALLIANCE OF PROFESSIONAL WOMEN

**Executive Director**

Kerry Hammond 303-368-4747  
E-Mail: [execdir@apwcolorado.org](mailto:execdir@apwcolorado.org)  
Website: [www.apwcolorado.org](http://www.apwcolorado.org)  
P.O. Box 480384, Denver CO 80248

## Connecting Women Personally, Professionally and Philanthropically

### How Professional are Your Emails?

by APW Executive Director Kerry Hammond

Texting and Tweeting might be popular ways to keep in contact with friends and followers, but a well-crafted email still carries huge weight in the business world. Here are 5 things you can do to make your emails more professional:

- 1. Make sure the subject makes sense.** Be conscious of forwarding emails where the initial subject line has no relevance to the person to whom you are forwarding. A quick swipe of the subject line and you can delete and replace with something that the receiver will understand and recognize. Along those same lines, consider deleting unnecessary parts of the email string that don't relate to the person receiving the forward.
- 2. Include an opening and closing thought.** I'm really bad at remembering to start my emails with a nice salutation like "Hi Joan, it was great to talk to you the other day." Instead, I tend to jump right in with "remember to send me that photo you promised." I've gotten myself in the habit of jumping right in, but then after I've written the meat of the email, I go back and add the beginning and end to make it sound more conversational.
- 3. Make sure your signature line is up-to-date.** Have you changed your phone number or website? Don't forget to make sure that you've updated those in your email signature line. There's nothing more frustrating than trying to call someone at the number in their email, only to find out that it's no longer valid.
- 4. Spell check and proofread.** A quick read-through goes a long way. Your message will be better received if it's free of spelling errors and grammatical mistakes.
- 5. Did you attach all attachments?** We've all done it: mentioned an attachment in an email but forgotten to actually attach it. If you aren't in the habit of attaching it as soon as you type the word "attached" make sure to catch it when you read through for spelling errors.

#### A Quick Note: Update your Profile

Just a reminder to take a few minutes to update your APW online profile. All you need to do is log in to your account (you can reset your password if you can't remember it) and make sure your information is complete. Members can't refer business to you if they don't know what you do. The website is one of our most valuable tools for referrals, so please take advantage of it.

Also, make sure to check out the latest Facebook posts and "like" us. [CLICK HERE](#)

*NOTE: The views expressed in the articles designated as "Member Contributions" are those of the authors and do not necessarily represent or reflect the views of the APW*

### Communiqué Committee

Kerry Hammond, Editor  
Chelsey Burns, Co-Editor  
Sandy Smith, Co-Chair

### Communiqué Sponsors

Sandy Smith/Alexander Smith Design  
[www.alexandersmithdesign.net](http://www.alexandersmithdesign.net)

## APW Facts

### WEBSITE

**Did you know that members can add items to the APW website calendar?** If you have an event you're sponsoring and you want to let other members know, you can log in to your member account and add the information to the community calendar.

You can also **post your events on our Facebook page** to let other APW members know what you're up to. "Like" us on Facebook and follow our posts too.

### NEWSLETTER

**If you're an APW Member** and would like to write an article for an upcoming issue of the APW newsletter, the Communiqué, please contact **KERRY HAMMOND** at [execdir@apwcolorado.org](mailto:execdir@apwcolorado.org).

### Corporate Members

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Be advised that the Communiqué is not private, only the APW Member Directory is restricted to members only, and can be viewed on the Internet.

## 2018 Networking Luncheon Sponsorship - Sign Up Now!

**Showcase your business! We have a few slots open** on our 2018 calendar for members to sponsor a networking lunch. They will go fast, so don't delay.

### A Networking Luncheon Sponsor receives the following benefits:

- An introduction and brief bio by the luncheon hostess.
- A five-to-ten minute promotional presentation at the sponsored APW luncheon.
- An additional mention during the luncheon as one of the door prize donors. Sponsors are asked to provide a small gift for a drawing during lunch (i.e. complimentary one-hour consultation, a gift certificate to a restaurant, etc.).
- Your lunch as well as that of a guest (\$86 value).
- A full-page article, written by you, in the newsletter. This full-color, formatted newsletter e-mail is distributed to almost 1,000 professional women in Denver.
- Exclusive distribution/display of materials at place settings or on chairs at the luncheon.
- Recognition as a sponsor on the APW website, providing an active link to your company website on the front page of [APWcolorado.org](http://APWcolorado.org). This 12-month listing will boost your own website's search engine ratings because APW consistently returns top level results in search queries.

The cost of a **Network Luncheon Sponsorship is \$300. Sole Proprietors may split the cost and benefits of hosting** a networking luncheon. Our member feedback has been that it takes approximately three weeks to one month to recoup the cost of business gained through exposure at the luncheon and in our newsletter.

Networking Luncheon Sponsorships will be reserved on a first-come-first-served basis, so reserve your month today by contacting **KERRY HAMMOND** at [execdir@apwcolorado.org](mailto:execdir@apwcolorado.org) or 303-368-4747.

## Member Appreciation Networking Luncheon Open to Both Members and Non-Members

THE ALLIANCE  
**Membership**  
Appreciation Luncheon



Join us for our 12th Annual Member Appreciation  
Networking Luncheon:

**Thursday, May 10 from 11:00am to 1:00pm**  
Denver ChopHouse & Brewery, located at 1735 19th Street

This is a full two-hour event and the program will begin promptly at 11:30am, so please arrive on time.

You may also know this luncheon by its other name, the **"SWAG Bag Luncheon."** Attendees will receive a special gift from the APW, plus a bag filled with gifts from our bag sponsors.

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## Member Appreciation Networking Luncheon

Open to Both Members and Non-Members

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We are delighted to welcome as **our speaker APW member, ROSALIE CHAMBERLAIN.**

Rosalie's passion is helping people reach their highest potential. As a successful business owner, consultant, and coach, she understands what it takes to step out into new territory and leverage clients' strengths and talents to help them reach their goals and achieve their dreams. She helps clients build awareness of possibilities, new perspectives, opportunities, and actions. Coupled with accountability, this allows her clients to achieve desired success, as well as identify and understand any potential blocks and beliefs that hinder progress.



Her clients build confidence, claim their authentic power, and develop mastery in their field so they can be fulfilled and shine. She is the author of *Conscious Leadership in the Workplace: A Guidebook to Making a Difference One Person at a Time.*

### Entree Choices:

TOP SIRLOIN - (GF, served Medium) Grilled and served with Cabernet Mushrooms **OR**  
 CHICKEN PICATTA - Breaded chicken breast sautéed with lemon, butter, capers, and white wine **OR**  
 RICOTTA & MOZZARELLA STUFFED SPINACH  
 RAVIOLI - (Vegetarian) Tossed in Diavlo Cream sauce with green beans and cherry tomatoes

Dessert will be included

## REGISTER HERE

**Cost:** \$38 for members; \$48 for non-members

**Registration closes Friday, May 4 at 5:00pm.** Limited seating, no walk-ins.

Dietary information provided by restaurant. For extreme food allergies or dietary restrictions not listed, please contact **KERRY HAMMOND** at [execdir@apwcolorado.org](mailto:execdir@apwcolorado.org).

## Member Appreciation Luncheon Bag Sponsors

If you've signed up to be a SWAG Bag Sponsor, you still have a few days to drop off your items. **Deadline for drop-off is Friday, May 4 by 5:00pm.**

**Drop off location:** The Home of **KERRY HAMMOND**, 1723 S. Logan St., Denver, 80210. Call or text Kerry to schedule: 720-284-1154

We would like to **thank our current SWAG Bag Sponsors.**

### Our Bag Sponsor: **MELISSA RICHARDS** of **LIV Sotheby's International Realty**

#### Our SWAG Sponsors:

**CAROL CORE** of **Security First Financial**

**SAMANTHA DARDANO** of **Dardano Properties**

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## A Member Contribution – From Our May Luncheon Speaker: APW Member Rosalie Chamberlain



### Three Tips to Build Self-Confidence and Reach Pure Potential

According to Merriam-Webster, Confidence is a feeling or consciousness of one's powers or, of reliance on one's circumstances; faith or belief that one will act in a right, proper, or effective way.

Many have heard the Henry Ford quote, “Whether you think you can or whether you think you can’t, you’re right.” It boils down to what we believe about ourselves. Internal messages, as well as outside judgments put a damper on our confidence. If we understand feelings and beliefs are in our power to control, pausing and examining what we are thinking is the first step to choosing an effective approach. **Three automatic defaults often drive our reactions: Limiting Beliefs, Assumptions, and Interpretations.**

**1. Limiting Beliefs** – limiting beliefs are the ways we view ourselves, others, events; the way we think things are. In a fast-paced environment, the default is to rely on what is quick and easy. Simply questioning our thoughts will lead to recognizing and sorting through beliefs and actions that can have a negative impact.

Start with examining your words; the power of words is underestimated. Words can be used to help or harm. We can choose our words and ensure that our comments are driven by integrity and honesty.

Internal messages come from an inner critic that is eager to frame one’s capabilities in a category of “not enough” syndrome. Studies have revealed that often women want to be 80-100% certain before they accept a new role or job. When we focus on what we really want, we can clearly identify what is needed for a situation and create real steps to achieve our goals. However, if the “not enough” syndrome is driving, such beliefs limit forward-thinking and capability.

I have worked with women and men who have held themselves back from going after a job or project because of a lack of confidence. The next words out of their mouths are: “But I know I can totally do it.” There is a disconnect between what they believe and their words. Identify what actions are needed to succeed and set goals and steps to get there. If continual learning and growth are values one holds, pushing through negative messaging reflects being in integrity and confidence.

Leaders sometimes impose the “not enough” pattern on individuals they lead. If a leader is truly looking to unleash and support the pure potential of their workforce, it is critical to be aware of the automatic judgments and beliefs that hold people back, which are damaging to careers and the potential of individuals, teams, and the organization.

**2. Assumptions** - assumptions are automatic. We make them about ourselves and others because our mind is relying on past events or “inherited” beliefs, with a presumption that history will repeat itself. This is damaging when not questioned; it is stereotyping people, events, and things. We perpetuate biases that harm potential. It is critical to make these beliefs conscious so that we can examine their truth and the impact on holding the assumption.

Assumptions squelch risk-taking, possibilities, inclusion, and growth. When someone’s aspirations for themselves and others are based on predetermined expectations, they hold themselves back or do not give others a chance.

**3. Interpretations** (assigning meaning to what someone says or does) – relying on unquestioned interpretations is defaulting to automatic judgments. A snowball effect begins which creates a vicious cycle of taking things personally, not feeling good enough, and risk aversion, all the while judging and blaming the situation and others from a narrow perspective that diminishes confidence. The best action someone can take is to determine if there is another way of looking at the circumstance, and to seek out multiple perspectives. We see the world through our own filters and we need to be conscious of those filters.

The responsibility for success lies both within the individual and within the leaders of organizations. Systems and cultures need examining. Individuals need to focus on what they have control over, where they have influence, and what they can do to give their best performance. Challenging automatic beliefs, assumptions, and interpretations increases self-awareness and allows for greater self-confidence and success. **Challenge the truth of what you believe and the result is greater confidence.**



## Leadership

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### EMERITUS BOARD MEMBERS

Emilie Ailts, Melinda Harper,

and Charlene Wilson

## It's time for the APW Members Only Golf League

**REGISTRATION DEADLINE: Monday, April 30**

This league is available to beginners, as well as experienced golfers. Southglenn Country Club is a private, Par 3 course that is great for any level of golfer; all are truly welcome! **The only requirements are:**

- You must be an APW member
- You must sign up for all 5 sessions in advance (but you can give your round to another member if you are unable to play on one of the dates).

**Course:** Southglenn Country Club, 1489 E. Easter Avenue, Centennial

**Sessions:** Five Sessions for only \$100

**Dates:** Friday mornings 9:00am to 11:00am

**May 11; June 8; July 13; August 10; September 7**



**REGISTER**

**HERE**

## June Networking Luncheon

Our Networking Committee is working hard to locate the perfect restaurant for our June luncheon. Stay tuned for the registration link and entrée choices.

Our luncheon sponsor for the June event is the **Alliance Foundation**, and we will have an opportunity to hear more about the **HELPING WOMEN + CHANGING LIVES Annual Philanthropic Luncheon** that will take place on **September 13**. This year is our 7th year, and it's going to be an exciting event.

Our goal is to have enough Sponsors for our luncheon to cover the cost of the event. That way, each dollar raised on that day can go to our three charitable buckets: Local Outreach, Local Scholarships, and Village Banks in developing countries.

**Help us reach our goal! We're looking for September luncheon Sponsors**

Sponsorship is an amazing marketing opportunity for your business and a way to give back at the same time. Each sponsorship category provides a different level of exposure for your business at the September event, at our monthly networking luncheons, and in our bi-monthly newsletter.

You can even pay for your sponsorship in monthly installments. Sign up today for a \$1000 level sponsorship and pay just \$200 per month for the next 5 months. If you would like more information, please contact **KERRY HAMMOND** at [AllianceFoundation1@gmail.com](mailto:AllianceFoundation1@gmail.com).

# SAVE THE DATE



Helping Women  
+ Changing Lives

Proudly Presenting  
Our 7TH Annual Luncheon

YOU WON'T WANT TO MISS IT

**Thursday, September 13, 2018**

11:30 am - 1:00 pm • PPA, 2105 Decatur Street, Denver, CO 80211



## A Note from the Alliance Foundation President, Melissa Richards

First, I want to thank you for allowing me to serve this wonderful organization. Being a member of the APW has given me the opportunity to meet so many wonderful people and build lifelong friendships, and the support of this group has provided me with many opportunities for personal and professional growth.

It was my great honor in 2016 to begin my term as the President of The Alliance Foundation. I have watched, and hopefully helped with supporting, our vision and the success we have continued to experience in the last couple of years. It is a very exciting time to be in the leadership role—ideas imagined years ago have gained momentum, there have been changes and growth, and our programs have evolved. We look to collectively make a difference and use all the available strengths of our membership; we are a diverse group of people who are willing to help each other be successful.

This is the year of change and we are evolving. In today's world "change" is our new normal. It's constant and never-ending. If there's a perfect group of people to help lead this evolution, it's the women of the APW and the Alliance Foundation. Our committees continue to keep on top of making the annual luncheon fresh and our local outreach continually seeks new ways to support our community.

I believe we have a vision of what we are capable of becoming; thank you for your part in our vision and your support. I can't wait to see what we will achieve together!



MELISSA RICHARDS, CDPE, CNE, CRS, Realtor

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**Luncheon Sponsors**

Kristi Sullivan  
Sullivan Financial Planning, LLC  
April 2018

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Willy Wilson  
Life Unstill Photography  
March 2018

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Leslie Garske  
Divorce Resource Centre  
of Colorado  
February 2018

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Jill Klancke  
Klancke and Cook  
November 2017

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Pam Foley, REnew and REdo  
Leigh Miller, Juice Plus+  
October 2015

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Tracie Romero  
Design Health  
August 2017

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Chelsey Burns  
Mindful Health Coaching, LLC  
July 2017

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Alliance Foundation  
June 2017

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University College University  
of Denver  
April 2017

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Chrysta Bairre  
Live Love Work  
March 2017

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Leslie Garske  
AXA Advisors, LLC.  
February 2017

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Lee Weisbard, DDS  
Weisbard Dental  
November 2016

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Patsy Butterfield  
HM Brown Auto Brokers  
October 2016

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Leigh Miller, Juice Plus+  
August 2016

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Lee Lipniskis, Core Contractors  
July 2016

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Alliance Foundation  
June 2016

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Jill Klancke  
Klancke and Cooke  
Attorneys at Law  
April 2016

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Pamela Foley, Well and Company  
March 2016

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Ky Agnew, CSA  
PASCO-Personal Assistant  
Services of Colorado  
February 2016

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Lorni Sharrow, Moyer White  
November 2015

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Kristi Sullivan  
Sullivan Financial Planning  
October 2015

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Cari Harris and Megan Henson  
Etcetera  
August 2015

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Pamela Wilson  
The Care Navigator  
July 2015

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**Interested in becoming a Networking  
Luncheon Sponsor? Call 303-368-4747**

## Our 2018 Helping Women + Changing Lives Sponsors

We have some very **generous sponsors** who have joined in helping make our September event possible, and we'd like to tell you who they are.

### Changing Lives Sponsors

**Creative Financial Staffing of Colorado  
Sullivan Financial Planning, LLC**

### Creating Hope Sponsors

**Academy Roofing Inc.**

**Design Health**

**FirstBank**

**Capital Sisters International**

**FirstBank**

**Klancke & Cook, Attorneys at Law**

**Core Contractors**

**LIV Sotheby's International Realty**

**Ryan, Gunsauls & O'Donnell, LLC**

### Building Promise Sponsors

**Bright Health**

**ETCETERA**

**Long Term Care Insurance Specialist ABBE PENSACK**

**Snodgrass Law, LLC**

### Helping Women Sponsors

**GCG Financial, Inc.**

**King & Greisen, LLP**

**Rosalie Chamberlain**

**Consulting & Coaching**

**The Avatar Course**

### In-Kind Donations

**Alexander Smith Design, SANDY SMITH**

**Life Unstill Photography, WILLY WILSON**

**Footers Catering**

**Rene's Maison des Fleurs**

**JSAV**

## A Chat with Leah Dirks of FirstBank; One of Our Changing Lives Sponsors

We are very excited to have **FirstBank** as a **Creating Hope sponsor** for the luncheon. APW member **LEAH DIRKS** is an Executive Vice President at FirstBank and our current Alliance of Professional Women President. Leah has been with the APW for eight years and prior to becoming President, sat on the Board of Directors and the Executive Committee of the organization.

Leah has been an officer at FirstBank for nearly 14 years, and is responsible for all aspects of customer relationship management and retention. She manages a team that can help with a diverse range of banking services and products, from small home equity lines of credit and residential construction loans, to small business loans that help local businesses continue to expand and thrive.

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## A Chat with Leah Dirks of FirstBank; One of Our Changing Lives Sponsors

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FirstBank was founded in 1963 in Lakewood, Colorado. Since that time, FirstBank has grown to over \$17 billion in assets and has over 115 locations in Colorado, Arizona, and California. FirstBank's commitment to its customers, community, and employees is its core value. They believe in "Banking for Good," dedicating time and energy in our community, volunteering and serving on boards and committees, and helping charitable causes. For the last seven years, FirstBank has partnered with Community First Foundation annually to organize Colorado Gives Day, a statewide movement to celebrate and increase philanthropy in Colorado through online giving. FirstBank created a \$1 million incentive fund to boost the value of every donation made on Colorado Gives Day, and is also providing an additional \$100,000 in prizes for nonprofits who participate. In addition to its strong commitment to our community, they are committed to providing convenience, innovative banking products, and high service standards to their customers.

APW Executive Director, **KERRY HAMMOND**, caught up with Leah and asked her a few questions about herself and her commitment to philanthropy. **Here's what she found out:**

**Kerry:** Tell me how you first got involved with the Alliance of Professional Women and the Alliance Foundation.

**Leah:** Being involved with community organizations is a goal of every FirstBank officer, and it can be challenging to find the right "fit." I had been involved in various networking organizations, Chambers, and non-profits, but had never found an organization I was truly passionate about prior to getting involved with APW. I heard about APW through a co-worker and my first luncheon was the "Member Appreciation" luncheon. I was immediately impressed with how welcoming and friendly all the members were. I remember at the first luncheon, an APW member saw me standing off to the side, and she stopped her conversation, grabbed my arm, and brought me into her small circle to join the conversation. That had certainly never happened at any Chamber event I went to and I appreciated the inclusion I felt immediately!

As I attended more lunches, I continued to appreciate the three pillars of APW: connecting women personally, professionally, and philanthropically. I enjoy building relationships with other women and working together to empower and promote each other. I also enjoy that the Alliance Foundation is focused on helping women and children, locally and internationally, through philanthropic giving and volunteerism.

**Kerry:** You work for an organization that is very involved in giving back to the community. Were you already involved in philanthropy prior to your position at FirstBank, or were you drawn into it through your exposure as an employee?

**Leah:** Although my family was very thoughtful and helpful with neighbors and friends, I did not grow up in a household where being involved in community organizations or non-profits was discussed or encouraged. At FirstBank, I was encouraged early on in my career to get involved within the community to build connections, and use my financial expertise to help within that community. Through getting involved with the Alliance Foundation and other non-profits, I could start to see the impact that these organizations had on the lives of individuals and our community as a whole. I appreciate how much giving my time and money has enriched my life and I am very thankful that I have had the opportunity to serve in various volunteer capacities over the last 14 years.

**Kerry:** What would you tell someone who is thinking about becoming a sponsor or donating to the Alliance Foundation's Helping Women + Changing Lives Luncheon?

**Leah:** Although individuals and businesses have many choices when deciding on an organization to allocate donation or marketing funds, I believe that the Alliance Foundation's Helping Women + Changing Lives Luncheon deserves special consideration because of its focus on women and children—both locally and internationally. We promote philanthropic giving and volunteerism through local Outreach, helping a wide variety of local non-profits. We support women entering their Junior and Senior years of college with scholarships, and we support women internationally as they work to start their own companies, through our Village Bank program.

From a marketing perspective, we have over 400 people attend the lunch every year from many different industries and professions. I continue to be impressed with the incredible connections in the community that our members and Table Sponsors have and bring to the lunch each year. We also promote the Foundation Luncheon sponsors on our website and at the APW monthly events leading up to the luncheon. For the continued exposure to locally owned businesses and professionals, the sponsorship is a great investment!

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## A Chat with Leah Dirks of FirstBank; One of Our Changing Lives Sponsors

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**Kerry:** When you aren't working and volunteering your time with the Alliance Foundation, where would we find you?

**Leah:** I enjoy spending my free time with my husband and two kids (Dylan – 11 and Kenley – 8). We love to travel and spend time outdoors, fishing, hiking, and camping. Currently, our son Dylan is playing baseball and our daughter Kenley is playing soccer, so we spend a lot of time each weekend at various fields around town cheering our teams on. I also love to read, watch movies, play cards, and spend time with friends, especially if there is wine involved!

**Thank you Leah,** for taking time out of your busy day to share your thoughts with us. If you would like information on becoming a sponsor for the Alliance Foundation's Helping Women + Changing Lives luncheon, contact **KERRY HAMMOND** at [execdir@apwcolorado.org](mailto:execdir@apwcolorado.org) or 303.368.4747.

## Volunteer with the Outreach Committee

The Outreach Committee is the community service arm of the Alliance of Professional Women; it provides volunteer opportunities for members of the APW that promote health, welfare, education, and employment of underserved women and children in our community.

### Girls on the Run

The APW Outreach Committee is **looking for 6 more volunteers** to support **Girls on the Run (GOTR) of the Rockies**. On **May 13**, over 1,000 **Girls on the Run** participants will join their coaches, running buddies, and community runners to participate in the GOTR 5K at Cherry Creek High School. **APW members and friends have multiple volunteer opportunities:**

**Happy Hair Booth:** we need 4 volunteers

APW members will be hosting a booth and creating wacky 'dos for the GOTR participants. Come out and show your creative side! Volunteers will need to have the booth set up by 7:30am.

**Running Buddies:** we need 2 volunteers

APW is sponsoring 2 running buddies and covering the cost of the race registration. These are women that can be matched up with a team that needs a few more adults to run and support their girls on race day. You will need to fill out information for a background check AND register for the 5k. Email **GINA MILLER** if you are interested at [gina.miller@wipfli.com](mailto:gina.miller@wipfli.com).

**5K Final Report**  
Cherry Creek 5K  
Spring 2017

Total Number Registered Runners:	2258
Total Number of Spectators:	Approximately 1,500
Total Number of Website Visits	
April – May:	15,076
Total Number of Facebook Reach	
During Month of May:	10,163
Total Number of Facebook Post	
Engagement During Month of May:	4,626
Total Number of Post-Race Expo	
Booths:	25

**Collax**  
GOTR Girls: 1,118  
GOTR Coaches: 239  
GOTR Sites: 65

**CoSprings**  
GOTR Girls: 187  
GOTR Coaches: 46  
GOTR Sites: 18

**Thank you**

This year, Girls on the Run of the Rockies will be able to reach more than 5,000 girls in the communities along the Front Range. Each year over 60% of our participants come from low-income families and would not be able to participate in our program without the support of sponsors like you.

We look forward to continuing our partnership and reaching even more girls for seasons to come!

**Directions and Parking.** Parking is available at Cherry Creek High School South and West lots. Access lots via Yosemite and Campus Drive. Race start is on Union Blvd on the north side of Cherry Creek High School. NOTE: DAM ROAD will be closed the morning of the race. You will need to access Cherry Creek High School from Yosemite.

**The Race starts at 9:00am.** For those that sign up to volunteer, more information will be sent closer to the event. All this information and more about the 5K can be found on the Girls on the Run website [www.girlsontherunrockies.org](http://www.girlsontherunrockies.org).

Sign up to volunteer with the APW - email **GINA MILLER** at [gmiller@bauerlesolutions.com](mailto:gmiller@bauerlesolutions.com). Please RSVP by May 4.

Come out and join the fun!



## A Member Contribution: Just what is Sexual Harassment and Sexual Discrimination? Hollywood v. The Real World

By *Meredith Munro*

Every day a new sex scandal in the work place is uncovered...from Congress to Hollywood to even NPR. Unfortunately, many of these victims of sexual harassment and discrimination either do not have actionable legal claims or the deadlines for asserting their claims have long past. Nonetheless, these famous victims' stories are valuable because they are exposing what has long been hidden or ignored and are provoking a national dialogue about what society will allow and not allow in the work place. **So...just what protection does the law provide?**

As is true of all complex issues, the answer is "it depends." For purposes of this article, there are three relevant categories: **(1) employees; (2) business owners; and (3) self-employed individuals who work solo.**

### 1. Employee Rights.

State and federal laws protect "employees" from discrimination in the terms, conditions, and privileges of employment "because of ... sex." The relevant statutes are Title VII of the Civil Rights Act of 1964 (Title VII) and the Colorado Anti-Discrimination Act (CADA).

Who is protected under Title VII/CADA? Employees and employee applicants only, which excludes most Hollywood starlets because they typically are independent contractors. As a further limitation, Title VII only applies to employers who have at least 15 employees. There is no such limitation under Colorado law; a solo employee is protected under CADA.

Because the federal and state statutes only apply to employer/employee relationships, partners and shareholder-directors are not protected under either Title VII or CADA. However, the label is not dispositive, as courts will scrutinize the actual working relationship to determine whether a partner or shareholder-director actually possesses sufficient control to bind the business entity. Thus, courts consider whether the partner or shareholder-director has the rights to hire and fire employees, to assign tasks and supervise employees, and to decide how the profits and losses of the business are distributed.

Similarly, independent contractors – for example, some real estate and insurance brokers operating under a written contract – are not protected under Title VII or CADA. Again, labels are not dispositive. Generally, an employee is hired to perform specific work at the direction and supervision of the employer, whereas an independent contractor is hired to perform a specific task, often dictating her own hours, methods, and using her own tools.

What is unlawful discrimination "because of ...sex"? Note that "sex" includes both genders, and Colorado (plus a growing number of federal circuit courts) extend the protection to "sexual orientation." The harasser can be the victim's supervisor, a co-worker, a client/customer and can even be the same sex as the victim. To be actionable, the discrimination must either result in an adverse employment action (such as firing, failing to promote, reassignment with significantly lower pay or power) or must be so severe or pervasive that it alters the terms or conditions of employment, creating a hostile working environment. What constitutes unlawful discrimination is incredibly varied, ranging from stray offensive comments or rude jokes (generally not actionable on their own) to unwelcome sexual advances by a supervisor (actionable). Discrimination need not be about "sex" per se; treating one gender more favorably than the other (such as paying and promoting men more than women) is also unlawful.

What should an employee do if she has been discriminated against because of sex? Most employers have an employee handbook containing procedures that must be followed. It is important to complain in writing, not only because the employer may listen and remedy the problem (it is usually better to have a job than a legal claim) but also because the employer will argue it is not liable because it had no actual or imputed knowledge of the discrimination. Quitting, called a constructive discharge, is only advisable as a last resort because the courts impose a higher burden of proving liability – the working conditions must be objectively intolerable. **Continued on Page 11**

## A Member Contribution: Just what is Sexual Harassment and Sexual Discrimination? Hollywood v. The Real World

Continued from Page 10

If the employer fails to promptly resolve the complaint, or – even worse – retaliates, the employee must file a charge with the state agency (the Colorado Civil Rights Division (CCRD)) or the federal agency (the Equal Employment Opportunity Commission (EEOC)). The employee must exhaust her administrative remedies before filing a lawsuit. An injured employee has six months to file a charge with the CCRD and 300 days to file with the EEOC. The clock starts ticking on the date of the adverse employment action.

### B. An Employer's Perspective.

From both a societal and economic prospective, it is in an employer's best interest to protect employees from sexual harassment and discrimination by supervisors, other co-workers, and even clients and customers. An employer should have written policies and procedures in place -- and follow them! Employees should be trained about their rights and obligations and given a safe and confidential way to complain. If an employee does complain, the employer must listen and respond promptly and effectively. There are outside vendors who provide human resource services, including outside complaint "hot lines," but an employer need not use expensive or elaborate mechanisms.

### C. The Self-Employed.

The self-employed are the Queens (or Kings) of their domains. Unfortunately, even the self-employed may still experience sexual harassment and discrimination from clients, customers, and third-party contractors. Although the self-employed are not protected under Title VII/CADA, there are other statutory and common laws that may protect the self-employed, including laws against sexual assault and stalking, as well as state and federal laws prohibiting state and federal agencies and public places of accommodation from discriminating on the basis of sex.

This is an exciting time for women in the work place. Most of us don't have huge Twitter followings or the ear of the editor of The New York Times, but we can make the work place better by knowing our rights and enforcing them.

*Meredith Munro is an employment law and civil rights attorney. Visit her at [kinggreisen.com](http://kinggreisen.com) or call her at 303.298-9878.*

## Public Affairs Meetings

The next Public Affairs Committee meeting will be on **Wednesday, May 16**. We are still working on securing a speaker, so please check our online calendar for more information.

Meetings are held at two locations: **Zaidy's Restaurant** at First Avenue and Adams Street in Cherry Creek and **Maria Empanada**, 1298 S. Broadway, Denver. Meetings start at 7:30am and usually wrap up at 9:00am. Committee members eat while listening to the speaker, and the format is casual; you buy your own breakfast. If you're interested in attending or if you have any questions, please contact **SUE BORGOS** at [sborgos@ots-denver.com](mailto:sborgos@ots-denver.com).



### Join APW members and prospective APW members at upcoming Coffee Connections.

Wish you had more time with APW members? Join Coffee Connections! Grab a cup of coffee, tea or breakfast and join other APW members and prospective members to discuss business-related topics and network. Leave when you need to, our end time is approximate.

When: **Friday, May 18**, 8:30 to 10:00am  
Where: **Maria Empanada**, 1298 S. Broadway, Denver  
RSVP: **LEIGH MILLER** at [millerleigh13@gmail.com](mailto:millerleigh13@gmail.com)

When: **Friday, June 15**, 8:30am to 10:00am  
Where: **Mangia Bevi Cafe**, 6363 S. Fiddlers Green Circle, Greenwood Village  
RSVP: **MOLLIE SAVAGE** at [mollie956@gmail.com](mailto:mollie956@gmail.com)

[Back to What's Inside]

## APW Networking Opportunities

### WHAT: OUTREACH COMMITTEE MEETING

When: Wednesday, **May 2** and **June 6**, 5:30pm - 7:30pm  
 Where: Location TBD  
 RSVP: **JUDY SUTTON**, [judy@thesuttons.net](mailto:judy@thesuttons.net)

### WHAT: NETWORKING EVENTS COMMITTEE MEETING

When: Tuesday, **May 1** and **June 5**, 11:30am – 1:00pm  
 Where: **Natural Grocers**, Colorado Blvd. and Evans  
 RSVP: **KRYSTAL THOMPSON**,  
[krystal@westandmainhomes.com](mailto:krystal@westandmainhomes.com)

### WHAT: PUBLIC AFFAIRS COMMITTEE MEETING

When: Wednesday, **May 16** and **June 20**,  
 7:30am to 9:00am  
 Where: **Maria Empanada**, 1298 S. Broadway, Denver  
 RSVP: **SUE BORGOS**, [sborgos@ots-denver.com](mailto:sborgos@ots-denver.com)  
 Speaker: TBD

### WHAT: MAY MEMBER APPRECIATION NETWORKING LUNCHEON

When: Thursday, **May 10**, 11:00am – 1:00pm  
 (2-hour event)  
 Where: **Denver ChopHouse**,  
 1735 19th Street #100, Denver  
 Cost: Members \$38; non-members \$48  
 RSVP: [CLICK HERE](#) to Register. Limited seats.  
 No walk-ins allowed.

### WHAT: COFFEE CONNECTIONS—CENTRAL DENVER

When: Friday, **May 18**, 8:30 – 10:00am  
 Where: **Maria Empanada**, 1298 S. Broadway, Denver  
 RSVP: **LEIGH MILLER**, [millerleigh13@gmail.com](mailto:millerleigh13@gmail.com)

### WHAT: JUNE NETWORKING LUNCHEON

When: Thursday, **June 14**, 11:30am – 1:00pm  
 Where: Location to be Determined  
 RSVP: Registration Link Coming Soon  
 Sponsor: The Alliance Foundation

### WHAT: MEMBER SUPPORT COMMITTEE MEETING

When: Wednesday, **June 20**, 11:00am – 12:30pm  
 Where: **Café France**, 8081 E. Orchard Rd, Greenwood Village  
 RSVP: **LAUREN HULSE**, [lauren@hulselawfirm.com](mailto:lauren@hulselawfirm.com)

### WHAT: COFFEE CONNECTIONS—SOUTH

When: Friday, **June 15**, 8:30 – 10:00am  
 Where: **Mangia Bevi Café**, 6363 S. Fiddlers Green Circle,  
 Greenwood Village  
 RSVP: **MOLLIE SAVAGE**, [mollie956@gmail.com](mailto:mollie956@gmail.com)

## SAVE THE DATE



### Summer Happy Hour & Networking Business After Hours

**Tuesday, June 26**, 4:30pm to 7:30pm

Location TDB....**Stay Tuned!**

## More Outreach Updates

### Delores Project

The Delores Project provides safe, comfortable shelter and personalized services for unaccompanied women and transgender individuals experiencing homelessness. In April, the Outreach Committee went shopping. We were able to help restock the Delores pantry with much needed items like coffee, sugar, snacks, and paper towels.

On June 12, we will be hosting a shelter meal for the residents. Contact **JUDY SUTTON** at [judy@thesuttons.net](mailto:judy@thesuttons.net) if you're interested in volunteering your time for a rewarding evening.

### New Legacy Charter School

Recently, The Outreach Committee put on a Senior Photo Extravaganza for students at New Legacy Charter School. The school provides high school education AND childcare for pregnant or parenting teens, most of whom live below the poverty level. This year the seniors, a group of photographers—led by APW Member and Outreach Co-Chair **WILLY WILSON** of **Life Unstill Photography**—as well as a half dozen volunteers, created senior photos for the soon-to-be-grads. It was a fun afternoon with a bunch of really wonderful people.

Having your senior portrait made is a pretty normal thing for most American kids, but kids who have children in their teens are not living a typical senior experience. They are dealing with the world as adults, ready or not. Willy explains it by saying, "As photographers, there aren't tons of ways that we can give back to the community through our actual services. However, this little project, providing this fun, old-fashioned, youth-focused, all-about-you experience was something we could give these kids and provide our services in a way that we hope will give them joy and happy memories they can keep for a lifetime." Mission accomplished, Willy!



### Hope House

In April, the Outreach Committee sponsored a Happy Hour and **Fashion Show to benefit Hope House of Colorado**. Hope House is committed to transforming the lives of teen mothers around the world by offering a safe environment for them and their children, and providing Community Programs, including Mentoring Programs and GED Programs.

APW member **CARI HARRIS** showcased spring fashion from her clothing line **ETCETERA** and APW Members **TRACY WILSON**, **LEE LIPNISKIS**, **SAM DARDANO**, **LEIGH MILLER**, and **PAM FISCHER** modeled the clothes. Attendees were able to mingle and network all evening, and **MOTRIA** from Hope House spoke to us about the organization's mission and focus.



We had a great turnout and **raised \$700** for Hope House. **Thank you** to **PAM FISCHER** and **ABBE PENSACK** for planning the event, and to all of the door prize donors; it was truly an amazing night.



## Member News &amp; Information

## New Members

LISA SPRAGUE, Realtor & Broker, **Coldwell Banker**,  
[lisa.sprague@coloradohomes.com](mailto:lisa.sprague@coloradohomes.com)

CANDICE VAN DER SCHAAF, **Crowe Horwath**,  
[imakansas@comcast.net](mailto:imakansas@comcast.net)

AUDRA KIRK, Agency Specialist/Agent, **Erwin Insurance Services**,  
[akirk@insuranceaai.com](mailto:akirk@insuranceaai.com)

## New Member Fun Facts

We asked our new members to tell us a little bit about themselves, and here's what we found out:

AUDRA KIRK, Agency Specialist/Agent, **Erwin Insurance Services**,  
[akirk@insuranceaai.com](mailto:akirk@insuranceaai.com)

### 1. Why did you join the Alliance of Professional Women?

I've recently started a new career selling insurance and I am looking for new opportunities to network. I like that The Alliance of Professional Women gives back to other women, both locally and globally.

### 2. What are your hobbies?

I enjoy living in Colorado and all that it has to offer, including camping, hiking, and riding my bicycle. I also like spending time with my family and am fortunate that my entire family is here in the Denver metro area.

### 3. What is your position/business?

I am an Agency Specialist/Agent with Erwin Insurance Services.

### 4. What is something that few people know about you?

I have a degree in urban planning. I was a city planner for many years before changing careers early this year.

**Welcome Audra!**

## Anniversaries

The APW wishes to **recognize** and **thank** the following women who joined The Alliance of Professional Women in May or June. We greatly appreciate your continued support of our organization.

11 years	<b>KRISTI SULLIVAN</b>	<b>Sullivan Financial Planning, LLC</b>
10 years	<b>PAM FISCHER</b>	<b>Design A La Carte</b>
9 years	<b>CHELSEY BURNS</b>	<b>Mindful Health Coaching, LLC</b>
7 years	<b>GINNY TAYLOR</b> <b>LAUREN KAPLAN</b> <b>LEAH DIRKS</b>	<b>A Better View Décor</b> <b>Rodan + Fields Dermatologists</b> <b>FirstBank</b>
6 years	<b>JOANNA JOHNSON</b> <b>PAMELA WILSON</b>	<b>E2 Business Gifts</b> <b>The Care Navigator</b>
5 years	<b>ABBE PENSACK</b> <b>MICHELLE ROLL</b> <b>LEIGH MILLER</b>	<b>Abbe Pensack Insurance, Ltd</b> <b>Park Hill Bookkeeping Services</b> <b>Juice Plus+</b>
4 years	<b>RACHEL CLARK</b> <b>JAYNE SANDERS</b> <b>CARI HARRIS</b> <b>ANN WOLTA BLACKSTONE</b>	<b>PRECISION WISDOM, INC</b> <b>Xcessorize LLC</b> <b>LPGA</b>
2 years	<b>CHRISTA GROVER</b> <b>LESLIE MILLER</b> <b>LAURA SOUTHWARD</b>	<b>Dahl House Design, LLC</b> <b>Leslie Miller Law</b> <b>EKS&amp;H</b>
1 year	<b>SATI CARRUTH</b> <b>ROSALIE CHAMBERLAIN</b>  <b>DIANE CHAFFEE</b> <b>SOPHIA COURY</b> <b>JENNIFER RENARD</b> <b>TZEHCHING WANG</b>	<b>Law, LLC</b> <b>Rosalie Chamberlain Consulting &amp; Coaching</b> <b>Hope Held by a Horse</b>  <b>Rodan + Fields, Dermatologists</b> <b>Eastern Wellness Acupuncture</b>



## APW Thanks!



We continue to thank **Herrada Printing**, our 2017-2018 APW print sponsor. Our very own APW member **MARIA HAMMERBECK** and her husband **MARK HAMMERBECK** continue to be dedicated to providing high quality products and services so that your companies and organizations achieve the best impression with your customers. Herrada provides the APW with those printed copies of The Communique newsletter that are available at networking luncheons. Thanks Herrada!

## Extra, Extra, Read All About It

Are you an APW member whose business has been recognized with a prestigious award? Have you been made partner? Have you started a new business or aspect of your business?

We want to hear about APW Member milestones and accomplishments. Contact **KERRY HAMMOND** at [execdir@apwcolorado.org](mailto:execdir@apwcolorado.org) with the news so she can feature it in an upcoming newsletter in our Member News section.

In March we lunched at **Marcella's Restaurant** in the Highlands, a new-to-us restaurant. Our hosts were Networking Committee Co-Chairs **KRYSTAL THOMPSON** of **West + Main Homes**, [krystal@westandmainhomes.com](mailto:krystal@westandmainhomes.com), and **HEIDI ELKINS** of **Gotcha Covered**, [heidi.elkins@comcast.net](mailto:heidi.elkins@comcast.net).

Our **Luncheon sponsor** was Outreach Co-Chair **WILLY WILSON** of **Life Unstill Photography**. Willy is an award-winning photographer who can not only schedule you for a professional headshot or family photo session—just to name a couple—but she can also help you brand your business through photography. Contact her to find out what she can do for you, [wilson@lifeunstill.com](mailto:wilson@lifeunstill.com).

We gave away some great door prizes and want to thank the following for providing door prizes for our guests: Our Sponsor **WILLY WILSON** gave away a beautiful tote bag and notecard set; the **APW Networking Committee** gave away a \$25 gift card to Whole Foods; and we gave away two tickets to the Comedy Works, courtesy of the **Curtis Ballroom** where we held our February Networking Luncheon and Committee Fair.

We had so much fun in the Highlands that we decided to head north again in April. We lunched at **duo Restaurant**, another new-to-us location. Our luncheon hosts were Networking Committee members **KRISTI SULLIVAN** of **Sullivan Financial Planning, LLC**, [Kristi@sullivanfinancialplanning.com](mailto:Kristi@sullivanfinancialplanning.com), and **STACY HANSON**, [stacy-hanson@hotmail.com](mailto:stacy-hanson@hotmail.com).

We had the entire restaurant to ourselves and enjoyed a presentation from our **Sponsor**, **KRISTI SULLIVAN** of **Sullivan Financial Planning, LLC**. Some people think saving for retirement can be as painful as going to the dentist, but if there was ever a person to rid us of that myth, it's Kristi. She is constantly named as one of Denver's top financial planners in various categories and publications, and she is your go-to person to find out how to get yourself on track to enjoy your golden years. Contact her at [Kristi@sullivanfinancialplanning.com](mailto:Kristi@sullivanfinancialplanning.com).

We also thank the following for providing door prizes for our guests: Our Sponsor, **KRISTI SULLIVAN**, gave away a book club in a basket; the **After Hours Networking Committee** gave away a bottle of wine; **CAROL CORE** gave away her book: *50 Sanity Saving Tips for Caregivers: You Don't have to Kill Yourself to Keep Them Alive*, as well as a book by **JANE SEYMOUR** (featuring a chapter written by Carol); and **RENE DiBENEDETTI** of **Rene's Maison des Fleurs** gave away a beautiful floral arrangement.

## New Member Referrals

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Sending out **huge thanks** to our members for all the great new referrals to The Alliance of Professional Women!

We want to thank **SHELIA DREW** of **Creative Financial Staffing** for referring **Candice Van Der Schaaf**.

We appreciate all of you for sharing our wonderful organization and are pleased to run your business card ad, as a small token of our great appreciation, in this or an upcoming edition of the Communique newsletter.

We also **thank SHERE CHAMNESS** for attracting new members to our organization through our APW website.

Receive a **FREE** ad for referring new members to the APW! In an organization like the APW, we depend on referrals to increase our membership. As a small thank you for referring a new member to The APW, you will receive a complimentary business card ad in the Communiqué.

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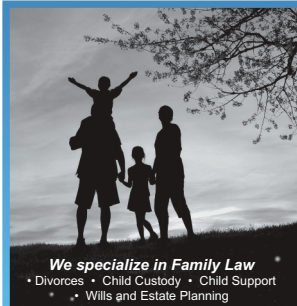
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**Meredith A. Munro**  
Partner

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5613 DTC Parkway, Suite 1000  
Greenwood Village, CO 80111-3141  
Tel: 303-200-9509  
Fax: 303-773-6058  
Toll Free: 800-999-7900

caroline.hanzlik@wellsfargoadvisors.com

# Business Sources

THE ALLIANCE OF PROFESSIONAL WOMEN'S COMMUNIQUE

Ann Broderick, CPA  
Gina Miller  
Melinda Nolen, CPA

office 303.759.0089  
info@wipfli.com

**Wipfli/Bauerle**  
7887 East Belleview Avenue  
Suite 700  
Denver, Colorado 80111



**TAM**  
Trecee Alfrey Musat P C  
Attorneys at Law

**Laura A. Hass**  
Attorney

633 17th Street, Suite 2200  
Denver, Colorado 80202  
p. 303.292.2700  
f. 303.295.0414

lhass@tamlegal.com  
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**Stacy M Hanson**  
Financial Advisor  
9032 W 88th Avenue  
Westminster, CO 80005  
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