

**Indian Trails Chapter IAAP®**

# **Membership Directory**

**POWER**  
**of**  
**Commitment**  
**Indian Trails Chapter**

**2009-2010**  
**Portage County, Ohio**

# Indian Trails Chapter, IAAP®

## Portage County, Ohio

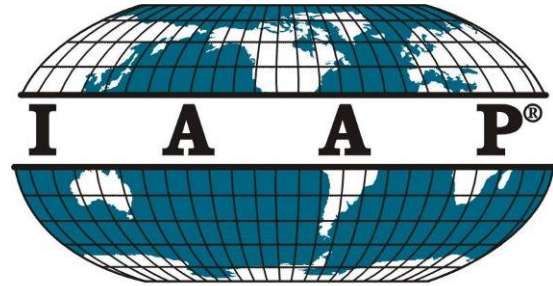
Visit our website at:

[www.iaap-indiantrails.org](http://www.iaap-indiantrails.org)

Chartered June 23, 1987

Ohio Division  
Great Lakes District

Regular Monthly Meetings  
4<sup>th</sup> Tuesday of Each Month



**International Association of  
Administrative Professionals®**

### International Headquarters:

International Association of Administrative Professionals®  
10502 NW Ambassador Drive  
P.O. Box 20404  
Kansas City, Missouri 64195-0404  
Phone: 816-891-6600  
International Website: [www.iaap.hq.org](http://www.iaap.hq.org)  
Ohio Division: [www.iaap-ohio.org](http://www.iaap-ohio.org)

*THIS DIRECTORY IS FOR MEMBERSHIP USE ONLY*

### INDIAN TRAILS MISSION STATEMENT

To provide opportunities and support for professional development, networking, education, and leadership growth at an affordable cost to administrative professionals in our local communities.

### VISION STATEMENT

To promote personal and professional development through quality educational programs, networking and leadership opportunities.

# Program Year 2009-2010

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## August 25, 2009

**Location:** Plum Creek Park, Kent

**Topic:** Summer Picnic

## September 22, 2009

**Location:** Davey Institute

**Topic:** The Hottest Gathering Spots in Cyberspace (Twitter, LinkedIn, Facebook, MySpace) and how businesses and associations, such as IAAP, are using them to further their cause

**Presenter:** Sue Straub, CPS/CAP Ohio Division Vice President

## October 27, 2009

**Location:** Davey Institute

**Topic:** What is a "Portfolio Career" and How Do I Get One?

**Presenters:** Chris King, Owner Creative Keys, Beachwood, OH

## November 17, 2009

**Location:** PARTA  
2000 Summit Road, Kent

**Topic:** "Crash The Barriers, Build The Team"

**Presenters:** Ned Parks, New Directions Learning and Development, Akron, Ohio

## December 15, 2009

**Location:** TBD

**Topic:** Annual Christmas Celebration

## January 26, 2010

**Location:** PCBDD  
Brady Lake Road, Ravenna

**Topic:** Open Discussion – All About the Indian Trails Chapter

**Presenter:** Barb Mast, CPS/CAP

## February 23, 2010

**Location:** Davey Institute

**Topic:** Four Generations at Work – The Challenges, The Opportunities

**Presenter:** Dr. Roger Funk, The Davey Institute

## March 23, 2010

**Location:** Davey Institute

**Topic:** Writing Business E-mail that sets the right tone. How you say it IS important. Plus tips for taming the email tiger.

**Presenters:** Dr. Terri Mester

## April 21, 2010

**Location:** To be Announced

**Topic:** Administrative Professionals Day® Event

**Presenter:**

## April 27, 2010

**Location:** Justice Center  
Infirmary Road

**Topic:** Portage County EMA – Tour the facilities and Command Center

**Presenter:** Kellie Kepple CAP

## May 25, 2010

**Location:** Davey Institute

**Topic:** Planning For A Successful Meeting

**Presenter:** Lisa Marie Ludwick, Sr. Sales Manager, The Bertram Inn

## June 22, 2010

**Location:** Viking Vineyards & Winery  
268 Old Forge Road, Kent

**Topic:** Recognitions/Awards/Installation of Officers


***All meetings begin at 5:45 p.m., unless otherwise noted.***

*Depending on program and meal menu, charges may apply. To make a reservation or to obtain more information, please contact Heather Micozzi at 330-673-9515 ext. 301 or [heather.micozzi@davey.com](mailto:heather.micozzi@davey.com); or Barb Mast CPS/CAP at 330-673-9515 ext. 234 or [barb.mast@davey.com](mailto:barb.mast@davey.com). Program schedules are subject to change.*


# Indian Trails Chapter Membership

Chapter Number: 105355




 <b>Alexander, Bonnie</b> <b>CAP</b>	<b>1576 Breiding Road</b> <b>Akron, Ohio 44310</b>	<b>Phone: 330-633-0586</b>
	<b>◆ The Davey Tree Expert Company</b> <b>1500 North Mantua Street</b> <b>P.O. Box 5193</b> <b>Kent, Ohio 44240-5193</b>	<b>Phone: 330-673-9515 ext. 208</b> <b>Fax: 330-673-1037</b>
<b>E-mail: bonnie.alexander@davey.com</b> <b>Member: March 2004</b> <b>Birthday: March 31st</b>		



 <b>Anderson, Linda</b>	<b>◆ 7076 Hudson Road</b> <b>Kent, Ohio 44240-1576</b>	<b>Phone: 330-678-4910</b>
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 <b>Burg, Cheryl</b> <b>CPS/CAP</b>	<b>◆ 4518 Cobblestone Trail</b> <b>Ravenna, Ohio 44266</b>	<b>Phone: 330-325-7973</b>
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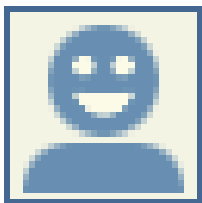
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Birthday: April 23rd





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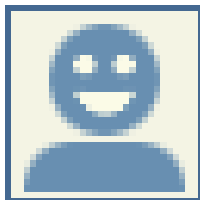
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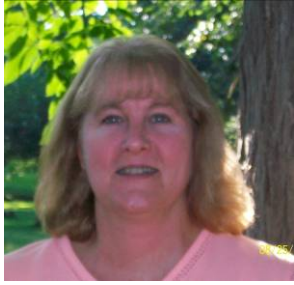
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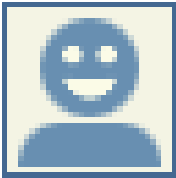
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**Micozzi, Heather**

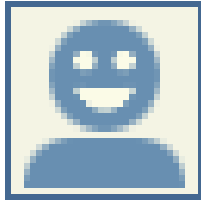
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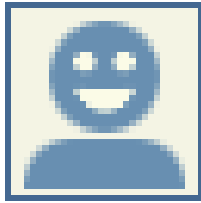
**Richards, Sarah**

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**Warren, Kathy**

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Birthday: December 14th



**Williams, Judy**

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Member: June 1999  
Birthday: September 28th



# Member Birthdays

---

## January

10 Janis Hittle CPS/CAP/MOS

## February

16 Kathryn Myers CPS  
18 Cheryl Burg CPS/CAP  
27 Michelle Hammond

## March

7 Debbie Sartin  
20 Joy Drayer  
21 Linda Hrobak  
31 Bonnie Alexander CAP

## April

1 Robin Johnson  
17 Sarah Richards  
23 Jennifer Derthick  
23 Gina Kelling CAP

## May

6 Sara Kline  
8 Barb Mast CPS/CAP  
15 Mary Ann Schaefer MOM  
28 Kim Lustritz

## June

4 Tami Lemley  
7 DeDe Tschantz CPS/CAP  
8 Linda Anderson  
10 Heather Micozzi  
11 Tammy McCabe  
13 Gini Shallenberger

## July

7 Cheryl Swanigan  
8 Eva Cupp  
17 Sue Straub CPS/CAP  
25 Stephanie Martin

## August

5 Kellie Kepple CAP  
6 Peggy Theriot CAP  
6 Jeanette Douglas  
18 Adrienne Janota  
29 Rosemary Nicholas CPS/CAP  
30 Rachel Slippy

## September

6 Karen Greene CAP  
19 Beverly Foster CAP  
28 Judy Williams

## October

2 Sharon O'Shields  
28 Gwen Newell

## November

3 Penny Scott  
14 Mary Jo Cline CPS/CAP  
17 Bev Puleo CPS  
28 Sandy Krutel

## December

12 Cecil Giltz  
13 Kathy Warren  
19 Lori Life CPS/CAP



# Indian Trails Chapter, IAAP Committees

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## **Administrative Professionals Day®**

**Janis Hittle, CPS/CAP, Chair**

*Administrative Professionals Day is April 21, 2010. For the past several years we have held a brunch, which has been well received and successful.*

## **Audit**

**Gini Shallenberger, Linda Anderson, Co-Chairs**

*This committee is responsible for auditing the treasurer's books at year end.*

## **By-Laws**

**Diana Tschantz CPS/CAP, Chair**

*This committee is responsible for changes to our chapter by-laws.*

## **Christmas Celebration**

*This committee is responsible for the location, theme, and entertainment for our annual Christmas Party. Typically, there is no business meeting.*

## **Community Service**

**Karen Greene, CAP, Chair**

*This committee is responsible for selecting and implementing programs for our chapter's involvement in the community.*

## **Certification**

**Janis Hittle CPS/CAP, Chair**

*Arranges study group and shares information pertaining to IAAP certifications.*

## **IMPACT**

**Bev Puleo, CPS/CAP, Chair**

*This committee plans our IMPACT meeting, which is an IAAP informational meeting where we invite office professionals within the county.*

## **Membership**

**Gina Kelling CAP, Chair**

*This committee mails IAAP information to prospective members, initiates new members into the chapter, and mails membership renewal reminder cards.*

## **Historian**

**Heather Micozzi, Chair**

*This committee documents the chapter events through pictures.*

## **Program**

**Rosemary Nicholas CPS/CAP, Chair**

*Members of this committee are responsible for planning the monthly meetings (speakers, etc.) except for the month of December.*

## **Retirement Trust Foundation**

**Diana Tschantz, CPS/CAP, Chair**

*Members of this committee are responsible for coming up with ideas for our chapter to support the Retirement Center in New Mexico.*

## **Roster**

**Mary Jo Cline CPS/CAP, Chair**

*This committee is responsible for updating and distributing our chapter's Membership Directory.*

## **Scholarship**

**Peggy Theriot, CAP, Linda Anderson, Co-Chairs**

*Our chapter awards a scholarship to a Portage County student or office professional enrolled in a business class. This committee is involved in outlining the criteria and selection of a candidate.*

## **Speakers Bureau**

*This committee visits local schools and business colleges and shares IAAP information.*

## **Sunshine**

**Cheryl Swanigan, Chair**

*All committees are important, but this has to be one of the most important because it keeps the chapter informed on what is going on in the lives of our members – birthdays, birth of child/grandchild, promotion, illness, death in the family, etc.*

## **Trailblazer**

**Peggy Theriot, CAP, Chair**

*The most difficult part about putting together any newsletter is gathering the news! Editor Peggy Theriot CAP is looking for "reporters" to seek out news about our profession, member profiles, technology, new products, etc.*

## **Ways and Means**

**Stephanie Martin, Chair**

*This committee is in charge of chapter fundraisers. Past fundraisers include raffles, selling candles, procuring roster ads, and selling lottery tickets.*

# Indian Trails Chapter, IAAP Officers 2009-2010

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**PRESIDENT**..... Barbara Mast CPS/CAP  
**PRESIDENT-ELECT**..... Beverly Puleo CPS/CAP  
**FIRST VICE PRESIDENT**..... Gina Kelling CAP  
**SECOND VICE PRESIDENT** ..... Stephanie Martin  
**TREASURER**..... Karen Green CAP  
**RECORDING SECRETARY**..... Gini Shallenberger  
**CORRESPONDING SECRETARY**..... Kellie Kepple CAP

## Indian Trails' Past Presidents

Barbara Mast, CPS/CAP .....	2008 - 2009
Mary Jo Cline, CPS/CAP .....	2007 - 2008
Mary Jo Cline, CPS/CAP .....	2006 - 2007
Sue Straub, CPS/CAP .....	2005 - 2006
Sue Straub CPS/CAP .....	2004 - 2005
Janis Hittle CPS/CAP .....	2003 - 2004
Janis Hittle CPS/CAP .....	2002 - 2003
Robin Johnson .....	2001 - 2002
Sue Straub CPS .....	2000 - 2001
Rosemary Nicholas CPS.....	1999 - 2000
Barb Mast CPS .....	1998 - 1999
Mary Ann Schaefer .....	1997 - 1998
Rosemary Nicholas CPS.....	1996 - 1997
Janis Hittle CPS.....	1995 - 1996
Beverly Puleo CPS.....	1994 - 1995
Janis Hittle CPS.....	1993 - 1994
Julianne Smith CPS .....	1992 - 1993
Juanita Weaver CPS.....	1991 - 1992
Kathryn Myers CPS.....	1990 - 1991
Rosemary Nicholas CPS.....	1989 - 1990
Rosemary Nicholas CPS.....	1988 - 1989

# Ohio Division Officers 2009-2010

	<p><b>PRESIDENT</b>          Laura Elvey CPS          158 Burger Street *          Toledo, OH 43605          419.698.4908 (H)          419.276.8130 (C)</p>	<p>ToledoZoo          P. O. Box140130          Toledo, OH 43614          419.389.6403 x2087 (O)          419.389.8670 (F)  <a href="mailto:laura.elvey@toledozeo.org">laura.elvey@toledozeo.org</a></p>
	<p><b>PRESIDENT-ELECT</b>          Chrissy Blackwell CPS/CAP          1031 11<sup>th</sup> Street NW          New Philadelphia, OH 44663          330.343.0792 (H)          330.827.2067 (C)</p>	<p>TuscarawasCountyConvention &amp; Visitors Bureau*          124 East High Avenue          New Philadelphia, OH 44663          330.602.2420 (O)          330.602.2433 (F)  <a href="mailto:chrissyd@wilkshire.net">chrissyd@wilkshire.net</a></p>
	<p><b>VICE PRESIDENT</b>          Sue Straub CPS/CAP          259 Indian Hills Drive          Tallmadge, OH 44278          330.633.9419 (H)          330.212.4581 (C)</p>	<p>Human Resources-Benefits*          The Davey Tree Expert Company          1500 N Mantua Street– P O Box 5193          Kent, OH 44240          330.673.9515 x 343 (O)          330.676.6755 (F)  <a href="mailto:susan.straub@davey.com">susan.straub@davey.com</a></p>
	<p><b>RECORDING SECRETARY</b>          Daphne R. Milan          2206 Harrisburg Road NE          CantonOH 44705          711 Ohio Relay 330-452-6156*  <a href="mailto:Dmilan8@yahoo.com">Dmilan8@yahoo.com</a>*</p>	<p>CTCC, Inc.          1432 E Tuscarawas Street*          Canton OH 44707          330-456-3565 (O)          330-471-1868 (F)  <a href="mailto:drmilanctcc@neo.rr.com">drmilanctcc@neo.rr.com</a></p>
	<p><b>CORRESPONDING SECRETARY</b>          Jennifer M. Stoff CPS*          140-7 Mallard Glen Drive          Centerville, OH 45458          Cell Phone: 937.581.4486  <a href="mailto:stoffjen@sbcglobal.net">stoffjen@sbcglobal.net</a></p>	<p>Direct Energy – USHS          9260 Marketplace Drive          Miamisburg, OH 45342          937.898.0826 x1019 (o)          937.898.7166 (f)  <a href="mailto:jennifer.stoff@resservices.com">jennifer.stoff@resservices.com</a></p>
	<p><b>TREASURER</b>          Linda Mettle CAP          4260 Oak Mill Dr.          Columbus, OH 43207          614.497.3827          Cell Phone: 614.558.1731  <a href="mailto:linda.mettle@gmail.com">linda.mettle@gmail.com</a></p>	<p>Grange Insurance *          671 S. High Street          Columbus, OH 43206          614.449.3746 (o)          614.449.5127 (f)</p>
	<p><b>PARLIA MEN TARY ADVISOR</b>          Lisa Cudd CPS/CAP          217 Forest Lawn Blvd.          Marion, OH 43302          Cell Phone: 740.832.4237</p>	<p>Marion General Hospital *          1000 McKinley Park Drive          Marion, OH 43302          740.383.8671 (o)          740.383-8757 (f)  <a href="mailto:cuddl@ohiohealth.com">cuddl@ohiohealth.com</a></p>

# International Board of Directors 2009-2010

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## **PRESIDENT**

Susan K. Shamali CPS/CAP

## **PRESIDENT-ELECT**

Mary A. Ramsey-Drow CPS/CAP

## **VICE PRESIDENT**

Tamra Goodall CPS/CAP

## **SECRETARY**

Janine Riemersma CPS/CAP

## **TREASURER**

Karlana Rannals CPS/CAP

## **DIRECTOR, GREAT LAKES DISTRICT**

Wendy Meldy CPS/CAP

## **DIRECTOR, NORTHEAST DISTRICT**

Judith Yannareli CPS/CAP

## **DIRECTOR, NORTHWEST DISTRICT**

Valerie King CPS/CAP

## **DIRECTOR, SOUTHEAST DISTRICT**

Virginia Boyd CPS/CAP

## **DIRECTOR, SOUTHWEST DISTRICT**

Antoinette Smith CPS/CAP

## **DIRECTOR, CANADA DISTRICT**

Sharon Buttler CPS/CAP

## **AFFILIATE REPRESENTATIVE**

Jennifer Hinkson CMP



Front row left to right: Treasurer Karlana 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

# Retirement Trust Foundation Trustees 2009-2010

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## **CHAIRPERSON**

Kathryne A. Hampton CPS/CAP

## **INTERNATIONAL PRESIDENT**

Susan Shamali CPS/CAP

## **INTERNATIONAL TREASURER**

Karlana Rannals CPS/CAP

## **SECRETARY**

Patricia D. Row CPS/CAP

## **RTFC LIAISON**

Kelly A. Reggio CAP

Lynda Boulay CPS/CAP



From left first row: IAAP International Treasurer Karlana Rannals CPS/CAP, Chairman Kathryne Hampton CPS/CAP, IAAP International President Susan Shamali CPS/CAP. Second row from left: RTFC Liaison Kelly A. Reggio CAP, RTFC Liaison Lynda Boulay CPS/CAP and Secretary Patricia D. Row CPS/CAP

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# **IAAP Future Dates**

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## **Annual International Convention and Education Forum**

July 18-21, 2010  
Hynes Convention Center, Boston, MA

July 24-27, 2011  
Montreal Palais de Congres Convention Centre, Montreal, Quebec

July 22-25, 2012  
Gaylord Texan Resort, Grapevine, TX

July 28-31, 2013  
Anaheim Convention Center, Anaheim, CA

July 27-30, 2014  
Milwaukee, Wisconsin

July 2015  
Louisville, Kentucky

## **Ohio Division Annual Meeting**

June 25<sup>th</sup> – 27<sup>th</sup>, 2010  
Perrysburg, Ohio

## **Certification Seminar:**

(for CPS and CAP holders and approved candidates)

October 18-21, 2009  
Marriott Waterfront, Portland OR

October 17-20, 2010  
Hilton Seelbach Hotel, Louisville, KY

## **Professional Education Conference**

March 8-10, 2010  
Grand Sierra Resort, Reno, NV

# Holiday Schedule 2010

<b>New Year's Day</b> .....	Friday, January 1
<b>Martin Luther King Day (observed)</b> .....	Monday, January 18
<b>Groundhog Day</b> .....	Tuesday, February 2
Lincoln's Birthday .....	Friday, February 12
<b>Chinese New Year</b> .....	Sunday, February 14
<b>Valentine's Day</b> .....	Sunday, February 14
<b>President's Day (observed)</b> .....	Monday, February 15
Washington's Birthday .....	Monday, February 22
<b>Ash Wednesday</b> .....	Wednesday, February 17
Daylight Savings Time Begins.....	Sunday, March 14
<b>St. Patrick's Day</b> .....	Wednesday, March 17
<b>Spring Begins</b> .....	Saturday, March 20
<b>Palm Sunday</b> .....	Sunday, March 28
<b>Good Friday</b> .....	Friday, April 2
<b>Easter Sunday</b> .....	Sunday, April 4
<b>Easter Monday (Canada)</b> .....	Monday, April 5
Administrative Professionals Week.....	Sunday, April 18
<b>Earth Day</b> .....	Thursday, April 22
<b>Administrative Professionals' Day</b> .....	Wednesday, April 21
<b>Arbor Day</b> .....	Friday, April 30
<b>May Day</b> .....	Saturday, May 1
<b>Cinco de Mayo</b> .....	Wednesday, May 5
<b>Mother's Day</b> .....	Sunday, May 9
<b>Armed Forces Day</b> .....	Saturday, May 15
<b>Victoria Day (Canada)</b> .....	Monday, May 18
<b>Memorial Day</b> .....	Monday, May 31
<b>Flag Day</b> .....	Monday, June 4
<b>Father's Day</b> .....	Sunday, June 21
<b>Summer Begins</b> .....	Monday, June 21
<b>Canada Day (Canada)</b> .....	Thursday, July 1
<b>Independence Day</b> .....	Sunday, July 4
<b>Labor Day</b> .....	Monday, September 6
<b>Patriot Day</b> .....	Saturday, September 11
Grandparent's Day .....	Sunday, September 12
<b>Autumn Begins</b> .....	Thursday, September 22
<b>Columbus Day (Observed)</b> .....	Monday, October 11
<b>Thanksgiving Day (Canada)</b> .....	Monday, October 11
<b>National Boss Day</b> .....	Friday, October 15
<b>United Nations Day</b> .....	Sunday, October 24
<b>Halloween</b> .....	Sunday, October 31
Daylight Savings Time ends.....	Sunday, November 7
<b>Election Day</b> .....	Tuesday, November 2
<b>Veterans Day</b> .....	Thursday, November 11
<b>Remembrance Day (Canada)</b> .....	Thursday, November 11
<b>Thanksgiving Day</b> .....	Thursday, November 25
<b>Pearl Harbor Remembrance Day</b> .....	Tuesday, December 7
<b>Hanukkah</b> .....	Thursday, December 2
<b>Winter Begins</b> .....	Tuesday, December 21
Christmas Eve .....	Friday, December 24
<b>Christmas Day</b> .....	Saturday, December 25
<b>Boxing Day (Canada)</b> .....	Sunday, December 26
Kwanza Begins .....	Sunday, December 26
<b>New Year's Eve</b> .....	Friday, December 31



# Important Numbers

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**Air Canada (Canada, US)**  
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**American Airlines (Canada, US)**  
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**Canadian Airlines (Canada, US)**  
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**Continental Airlines (US)**  
800-525-0280  
**Delta Airlines (Canada, US)**  
800-221-1212  
**Northwest Airlines (US)**  
800-225-2525  
**Southwest Airlines**  
800-435-9792  
**TWA (Canada, US)**  
800-221-2000  
**United Airlines (United, US)**  
800-864-8331  
**US Air (Canada, US)**  
800-428-4322



## AUTOMOBILE RENTALS

**Alamo (Canada, US)**  
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**Avis (Canada, US)**  
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**Budget (US)**  
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**Dollar (Canada, US)**  
800-800-3665  
**Enterprise (Canada, US)**  
800-736-8227  
**Hertz (US)**  
800-654-3131  
**National (Canada, US)**  
800-227-7368  
**Thrifty (Canada, US)**  
800-367-2277



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800-307-7309  
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800-336-8472



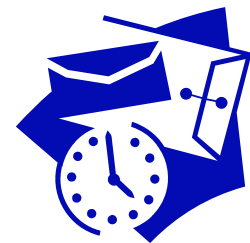
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**Best Western (Canada, US)**  
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**Days Inn (Canada, US)**  
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**Embassy Suites (Canada, US)**  
800-362-2779  
**Hampton Inns (Canada, US)**  
800-426-7866  
**Hilton Hotels (World Wide)**  
800-445-8667  
**Holiday Inn (Canada, US)**  
800-465-4329  
**Howard Johnson (Canada, US)**  
800-446-4656  
**Hyatt Hotels (Canada, US)**  
800-633-7313  
**Marriott Hotels (Canada, US)**  
800-236-2427  
**Quality Inn (Canada, US)**  
800-228-5151  
**Ramada Inns (World Wide)**  
800-854-7854  
**Sheraton Inns (World Wide)**  
800-325-3535  
**TravelLodge (Canada, US)**  
800-578-7878



## COURIER SERVICES

**Airborne Express**  
800-247-2676  
**DHL Worldwide Express**  
800-225-5345  
**Federal Express**  
800-463-3339  
**United Parcel Service**  
800-742-5877  
**United States Post Office**  
800-222-1811



## OTHER

**Western Union (US)**  
800-325-6000

# New Members, Potential New Members, Networking

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Address: \_\_\_\_\_  
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Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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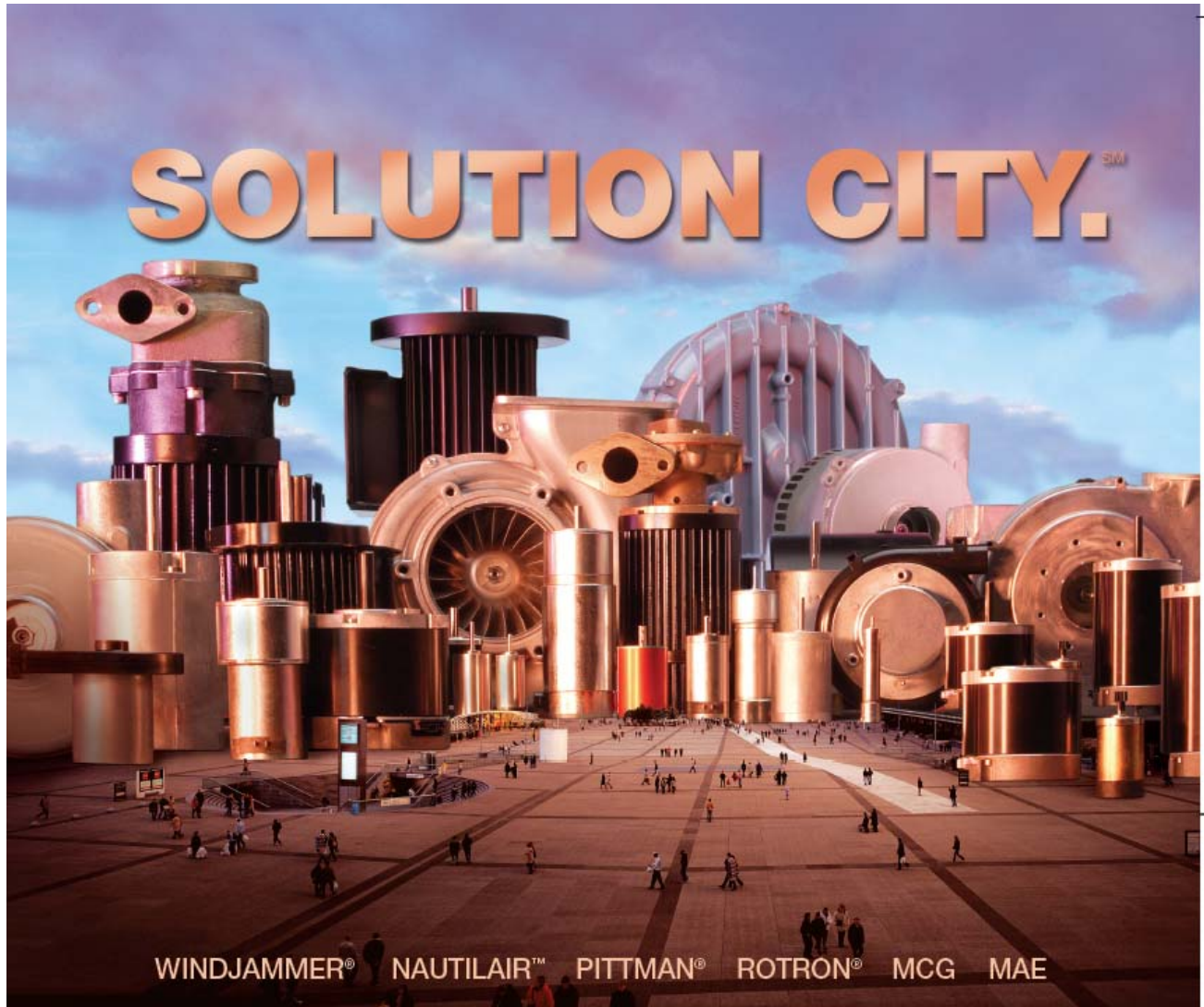
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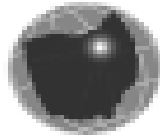
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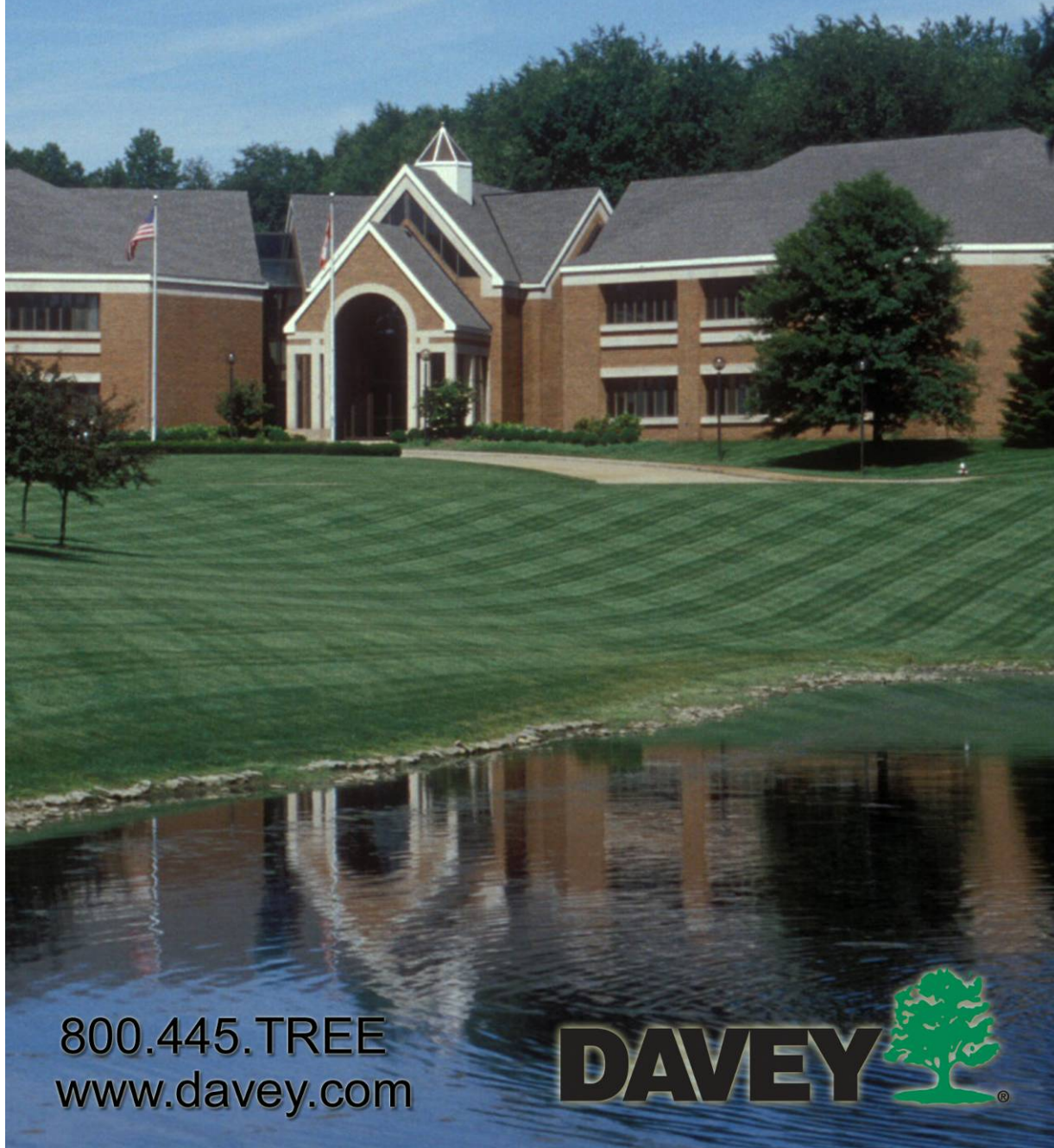
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