



## Programs 2011-2012

February 15, 2012, Wednesday 11:30 AM  
Luncheon  
Linda Mettle  
“Raise the Value of Your Work”

March 21, 2012 Wednesday 11:30 AM  
Luncheon

April 18, 2012, Wednesday 8-Noon  
Continental Breakfast  
Spring Seminar - 8 AM - Noon  
\*applied for recertification points

May 16, 2012, Wednesday 11:30 AM  
Luncheon  
Avery Dennison  
“Get Organized Seminar”  
\*applied for recertification points

June 15, 2012, Wednesday 11:30 AM  
Luncheon  
Election & Installation of Officers

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## Dublin Chapter Board Members 2011-2012

President: Brenda Mason, CPS/CAP  
Masonb1@nationwide.com  
614-677-1566

President Elect: Connie Switts, CPS/CAP  
swittsc@nationwide.com  
614-435-6762

Vice President: Angela Taulbee  
angelataulbee@discover.com  
614-283-1821

Secretary: Barbara Smith, CPS/CAP  
Smithb75@nationwide.com  
614-854-8722

Treasurer: Crystal Ferguson-Coleman  
Colemac7@nationwide.com

Parliamentarian:

### Our Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



Web site: <http://www.iaap-dublin.org>

**The Dublin Chapter  
of the International  
Association  
of  
Administrative  
Professionals®**

**Programs are held  
the third Wednesday  
each month  
September - June  
Dublin, Ohio**

**All meetings will be held at:  
HOLIDAY INN EXPRESS  
5500 Tuttle Crossing Blvd.  
Dublin, OH 43016**





## Committees/Participation Opportunities

Audit Anna Worman & Linda Beals

Awards/Pathways to Excellence -  
Brenda Mason, CPS/CAP

Bosses Day - Board Members

Bylaws and Standing Rules - Pat O'Dell, CPS/CAP

CPS/CAP Certification - Brenda Mason, CPS/CAP &  
Connie Switts, CPS/CAP

Finance/Budget - Board & Chairpersons

History Committee - Vicki Hohm

Membership/Mentoring - Cheri Cummins &  
Angie Arledge

Nominations - Past President's

Programs/Hospitality - OPEN

Publicity / Publication:  
Newsletter: OPEN

Sunshine Cards: Marica Phipps  
Webmaster: Karren Martin-Huth

Retirement Trust Foundation - Libby Farley,  
CPS/CAP

Seminar - Marja Keplar & Tami Moore

Student Chapter - Renee Jeffers, CPS/CAP

Ways and Means - OPEN

## ABOUT IAAP

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

### Objective:

To elevate the standards of the business professional and to promote its working relationship with management through continuing education, programs, and development.

### Vision Statement:

To inspire all administrative professionals to attain excellence.

### Purpose:

To provide educational training and to set standards of excellence recognized by the business community on a global perspective.

## Programs 2010-2011

Sept. 28, 2011, Wednesday 11:30 AM  
Luncheon

Susan Straub

"How to Use Your Inner GPS On Your Journey to Remarkable"

\*applied for 1 recertification point

October 19, 2011, Wednesday 8:00 AM  
Breakfast

Bosses Day Recognition

Ted Janusz

\*apply for 1 recertification point

Nov. 16, 2011, Wednesday 11:30 AM  
Luncheon

Office Team

"How to Write The Perfect Resume and Cover Letter"

\*apply for 1 recertification point

December 14, 2011, Wednesday 6:30 PM  
Dinner

Holiday Celebration

January 17, 2012, Wednesday 11:30 AM  
Luncheon

Tammy Pierce, CPS/CAP

"Building Trust"

\*apply for 1 recertification point

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International Association of  
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*Turning Jobs  
Into Careers®*

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