



# NTS Chapter

*The Power of Commitment*

June 2010  
Volume 2, Issue 6

## Outgoing President's Message – Marianne Robbins

I was proud to follow Immediate Past President, Dawn Negrete's, legacy of "Excellence in Action" with the "Power of Commitment," and now I eagerly look forward to incoming President Barrett Shaw's "Passion and Purpose." This is such a great organization and I am honored to have been provided the opportunity to learn and grow this past year with such a great group of individuals.

As a chapter, we have achieved much this year:

**Certification** – Our flagship CPS/CAP certification study group was launched this year in January. In just a few short months of study, two members were sufficiently qualified to sit for the May exams.

**Community Service** – Many members participated in multiple charitable events.

**Membership** – We lost a few members, but we gained some too and we are still standing strong.

**Programs** – We had an outstanding host of programs this year covering many of the topics requested in the annual survey. These programs netted the chapter 10 recertification points and .6 Continuing Education Units.

**Special Events** – We hosted two profitable and positively memorable events to recognize our executives and admins.

**Chapter of Excellence** – It not only takes the participation of the board members, but

the chapter members as well to achieve this award. I am proud to say that this will be our second year to receive this designation.

My sincere thanks go out to each of the board members and committee chairs for all of their hard work and support on behalf of the chapter. You are the KEY to our success as a chapter and an organization. I can't imagine us without you!

Marianne Robbins  
NTS Chapter President  
Las Vegas, Nevada

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Please note that clicking certain links in this newsletter may require you to log into the Members area of the IAAP HQ website!

### Acronyms Used In This Issue

- BASR – Bylaws and Standing Rules
- CAP – Certified Administrative Professional
- CPS – Certified Professional Secretary
- DEFAM – Division Education Forum and Annual Meeting (formerly Division Annual Meeting [DAM])
- EFAM – Education Forum and Annual Meeting (formerly International Convention)
- EOTY – Executive of the Year
- RTF – Retirement Trust Foundation

## Incoming President's Message – Barrett Shaw

I am humbled and honored to be serving as your President for the upcoming year. The IAAP international theme this year is Passion and Purpose. I would like to take it a step further and make our Chapter's theme "Live Your Life with Passion and Purpose". I encourage each of you to think about what those words mean to you. Do you strive for excellence in your career or do you just show up for work each day? Do you have a master plan for your life or do you just allow things to happen to you? Do you strive to actively contribute to this remarkable association or have you held back from getting more involved?

I wanted to serve as your President because I believe so strongly in everything IAAP stands for. The core values of integrity, respect, adaptability, communication, and commitment are so important for any successful career. I value my membership in the association and our chapter. I'm excited to take our chapter in new directions and continue to provide our members with opportunities for personal and professional enrichment.

As our chapter enters its 3rd year, I encourage each of you to think about this year's theme – Passion and Purpose – and ask yourself, "What does membership in IAAP mean to me?" What compelled you to join? For me, it was the networking opportunities. Inspiration and encouragement from other members really helped me to get focused on progressing my career and setting and achieving personal and professional goals. I'm eager to hear what membership means to each of you. Is there something more we could be doing to benefit each of you?

Thinking again about Passion and Purpose, it's not just about coming to a meeting once a month (although we want you to come to each of those meetings!). I encourage each of you to utilize every available opportunity. Become familiar with the Web community. Create a profile and start blogging, or just scroll through the threads and see what others have to offer. You'll be amazed at the wealth of information and insights available. Attend one of the other chapter's monthly meetings. This is a great step toward meeting new people and broadening your network. Consider joining one of our committees and contribute your thoughts and ideas. Everyone here has something valuable to offer and we want to hear it!

We'll be distributing our annual membership survey soon. Please take the time to complete it and share your thoughts on what we're doing well and what we could be doing better. Tell us what you want to see in terms of educational programs. Giving a presentation to the membership is a great way to hone your public speaking skills, share knowledge, and earn a point toward Member of Excellence. If you're interested in doing so, please check the appropriate box on the survey. As you all know, we'll be hosting the 2012 Division Education Forum and Annual Meeting. It's going to require the entire chapter working together to make the event a true success. If you would like to participate on the initial planning committee, please let us know.

In closing, let me just say that I'm excited to be working with this board. We have a great combination of experience, knowledge, and enthusiasm and I know we will accomplish great things for this chapter. Thank you again for the opportunity to serve as your President during this year of Passion and Purpose.

### UPCOMING EVENTS

- ❖ **Next Board Meeting – June 29, 2010**  
(reserved for outgoing and incoming board members only)
- ❖ **Next Chapter Meeting – July 26, 2010**
- ❖ **EFAM (Boston, MA) – July 18-21, 2010**



# Future Trends

By: Susan Fenner PhD, IAAP Staff



One of my favorite publications is *The Futurist* magazine, published by The World Future Society. Here are some trends they predict will shape tomorrow's world.

- \* U.S. unemployment will peak the first half of 2010 and it will take at least until 2015 to get back to the pre-recession level.
- \* Kids become aware of brands as young as two or three. Ten percent of the millennial generation are compulsive shoppers.
- \* Rapidly growing service jobs are replacing positions lost in other areas. They are often part-time and pay half the wages of manufacturing jobs.
- \* Within 10 years, the U.S. will follow Europe's lead, reducing the work week so jobs and income can be divided among more people.
- \* Every U.S. generation lives longer and remains healthier than the one before. In 2011, some 10,000 Americans will turn 65 every day. One in four will rely on government programs in retirement; only half will be able to maintain their current standard of living.
- \* In 2000, Latinos made up 12.6% of the U.S. population. By 2050, they will account for 24.5%.
- \* Privacy is eroding with the Internet and the move to cloud computing (online systems that can be accessed from any computer). Increased surveillance is more accepted. Two outcomes – encryption and more criminals apprehended.
- \* Time is becoming the world's most precious commodity. U.S. workers spend 10% more time on the job than a decade ago.
- \* Nearly half of Americans ages 25 and older (92 million) take part in some continuing education, much of it on the Internet. Motorola estimates it reaps \$30 in profits from each dollar it spends on training.
- \* About 80% of companies worldwide have employees who work at home, up from 54% in 2003. In 2008, 35 million U.S. workers telecommuted at least one day a month.
- \* The definition of "family" is changing, with the fastest growing segment being single adults living alone. More grandparents are raising their grandchildren; same-sex households are gaining new acceptance.
- \* Within five years, the retirement age will be moved back to 70 for early retirement and up to 72 for full benefits. One-third of Americans who retire are back on the job two years later. Seventy percent of Baby Boomers expect to continue working well into their 70s because they are healthy and like to be active. Two-thirds doubt that anyone with a middle-class income can financially afford to retire.
- \* Gen Xers and millennials worldwide are the most entrepreneurial generations in history. Millennials thrive on challenge, opportunity, and training. They are always looking for the next career move. Companies will have to adjust to this new value system...and will.
- \* Job security and high pay are not the motivators they once were. Some 48% of respondents said they work for "a feeling of real accomplishment."

*Continued on Page 4...*

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What does this mean for us? How, how long, and where we do work is rapidly changing. The workplace is accommodating multiple generations that must learn to appreciate each other's values. The concept of family, aging, and retirement is morphing and will require us to reconfigure our expectations for the future.

**Discussion questions**

1. What new products and services do you see stemming from the information cited?
2. How can companies accommodate millennials who want to quickly move up the career ladder and Boomers who are retiring much later and bottle necking prime positions?
3. What will people do to stretch reduced wages and still maintain an acceptable life style?
4. In 2042, it is forecast that U.S. non-Hispanic whites will be in the minority. What changes do you predict as a result?
5. If training workers increases company profits, why aren't companies investing more in it?
6. Is our loss of individual privacy a good thing or a bad thing when you consider the tradeoffs?
7. It's a small world. How do you see the Internet affecting the way we do business – as producers and consumers?
8. Based on the above information, what would be good topics for chapter programs?

**Next month, look for another article from Susan entitled, "Finding A Job – Keeping A Job"**

**NTS Chapter Board**



**President  
Marianne Robbins**

**President-Elect  
Barrett Shaw CPS**

**Vice President  
Vangie Robinson**

**Secretary  
Murry Battle**

**Treasurer  
Trish Cooper**

**Past President  
Dawn Negrete CPS/CAP**



to the **2009-2010 NTS Chapter Board and Committee Chairs** for sharing your



to IAAP

**Committee Chairs**



**Special Events  
Barrett Shaw CPS**

**Bylaws and Standing Rules  
Pam Soper**

**CPS/CAP Certification  
Dawn Negrete CPS/CAP**

**Membership/Community Service  
Holly Cox**

**Newsletter  
Barrett Shaw CPS**

**Programs  
Vangie Robinson**

**Audit  
Kathleen Matson**

**Nominations  
Cynthia Fuller**



## Updates to Pathways to Excellence Program

In 2010-2011, some changes will be implemented to the Pathways to Excellence Program. Most significant is the implementation of **mandatory requirements** for achieving member, chapter, or division of excellence. **These changes are for the upcoming 2010-2011 program and do not go into effect until July 1, 2010.**



### **Member of Excellence**

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder.
2. Download the Member of Excellence Commitment form; sign and date the form.
3. Actively participate in the IAAP web community or write an article and have it published in an IAAP publication (chapter, division, or international level).
4. Attend a non-IAAP professional education workshop, seminar or conference.
5. Hold a degree, certificate or equivalent from an accredited college or university or hold a Microsoft certification.
6. Pay membership dues on or before anniversary date.  
***This is now a mandatory requirement.***
7. Serve as a chapter, division, or international officer, committee chair; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program.
8. Conduct a public presentation, program or training at least 60 minutes in length.
9. Attend a minimum of eight (8) chapter, division or international sponsored meetings, programs, or events.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance review.

### **SOME THINGS TO REMEMBER:**

1. **Criteria carries over each year, so if you don't meet enough of the criteria for 2009-2010, you can carry them over and have a jump on meeting your 8 criteria for 2010-2011.**
2. **Be sure to save all documentation related to your submission, in case you are randomly audited.**

**Member of Excellence Submission Deadline –11:59 pm Central Time on June 30**



to the following members for achieving **Member of Excellence** for 2009-2010:

Dawn Negrete CPS/CAP  
Barrett Shaw CPS

## 2010-2011 NTS Chapter Committees

Our committees need volunteers! Presented below are brief descriptions of each of our committees, along with the names of the current chairs. Some of these committees have seen little activity since their inception. **Let's turn that around!** If you are interested in learning more about or joining a particular committee, please contact either the appropriate chair or any Board Member.



### **NTS CHAPTER COMMITTEES**

#### **Audit Committee – Chair: Kathleen Matson, Co-Chair: Nancy Ashbaugh (Independent Auditor)**

An audit shall be made of the Chapter financial records by a qualified person or persons appointed by the President. Such audit shall be completed within thirty days after the end of the term of office of the Treasurer. A written report shall be submitted to the membership and the records transferred forthwith to the successor treasurer.

#### **Bylaws and Standing Rules (BASR) Committee – Chair: Cynthia Fuller**

Receives all suggestions for amendments and/or proposes amendments to the BASR of this Chapter, prepares them in proper form, and submits them together with the Committee's recommendations and reasons therefore, for action by the membership in accordance with the Bylaws.

#### **Community Service – Chair: Holly Cox**

Shall research different types of community services activities and provide a report to the Board of Directors (BOD) recommending a minimum of 3 community services activities.; prepare a plan to implement and promote the community service activity(ies) selected and approved by the BOD.

#### **CPS/CAP Service and Credentials Committee – Chair: Dawn Negrete CPS/CAP**

Encourages participation in the CPS/CAP program and conducts the certification study group.

#### **Hospitality – Chair: VACANT**

Purchase birthday, thank you, and other cards; prepare and mail birthday cards to members each month as appropriate; prepare and mail thank you cards to renewing members each month as appropriate; prepare and mail other cards as directed by the BOD.

#### **Membership Committee – Chair: Holly Cox**

Directs all activities of the Chapter concerned with the recruitment and maintenance of membership.

#### **Newsletter Committee – Chair: Barrett Shaw CPS**

Publishes the chapter newsletter.

#### **Nominations Committee – Chair: TBD**

Upon activation in February, contact members to query for interest in accepting a nomination for office; discuss position requirements, suitability, and encourage involvement. Shall submit a slate of one or more candidates for each office at least four weeks prior to the May meeting.

#### **Program Committee – Chair: Florence Dubielak CPS/CAP**

Plans the educational programs for all chapter meetings and events.

#### **Special Events Committee – Chair: Jennifer Mankins**

This committee is responsible for coordinating the Executive of the Year (EOTY) luncheon and Administrative Professionals Day (APD) conference.

#### **Ways and Means Committee – Chair: VACANT**

Devises and promotes fundraising projects for the chapter.

#### **Web Page Committee – Chair: Marianne Robbins**

Revise and update chapter web pages on a monthly basis and as needed for special events and other promotional activities.

## NTS CHAPTER NEWS

### July Meeting Info

**Making It Click:  
Successful Relationship Between Managers and  
Administrative Professionals**  
Presented by: Office Team

**July 26, 2010\***  
**11:30 a.m. - 12:30 p.m.**  
**C1 Auditorium w/VTC to outlying locations**  
**\*Note date change due to EFAM**



### CPS/CAP Certification Study Group

Dawn Negrete CPS/CAP is leading our certification study group. If you are interested in attaining your CPS and/or CAP designation, make plans to attend the [study sessions](#). The next round of study sessions will begin in late July or early August. There are 4 study guides available (one for each part of the exam):

[http://vig.pearsoned.com/store/home/1,1205,store-14242\\_id-2,00.html](http://vig.pearsoned.com/store/home/1,1205,store-14242_id-2,00.html)

The exams are offered May 7-8 and November 5-6.

**The deadline to [register](#) for the November exam is August 15, 2010.**

For more information about the study group, contact Dawn Negrete by e-mail at [negretdm@nv.doe.gov](mailto:negretdm@nv.doe.gov) or by phone at 702-295-6615.

### **CONGRATULATIONS TO THE FOLLOWING MEMBERS WHO RECENTLY BECAME CERTIFIED**



Candice Rodriguez CAP

Barrett Shaw CPS



### Current NTS Chapter Membership Roster

Michele Antuney	Murry Battle	Jo Ann Beall	Biscequia Black
Esther Buskirk	Arlette Citron	Patricia Cooper	Holly Cox
Florence Dubielak CPS/CAP		Susan Farnum	Elizabeth Federmack
Juanita Foreman	Cynthia Fuller	Tamatri Gale	Toni Gale
Irma Ginyard CPS	Jimmel Holland	Wanda Hubble	Louise Kubeldis
Sandra Ladd	Ann Linderman	Carolyn Logan	Robin Lopez
Cheryl Lydon	Martha MacIntosh	Jennifer Mankins	Kathleen Matson
Lisa McIntire	Dawn Negrete CPS/CAP		
Kathleen Pepin	Barbara Raymond	Alicia Riano	Marianne Robbins
Vangie Robinson	Candice Rodriguez CAP		Linda Sams
Alicia Santos	Barrett Shaw CPS	Elizabeth Shaw	Teresa Shaw
Shirley Smith	Pamela Soper	Sonja Spears	Joan Tourville
Paula Treider			

*Current as of June 21, 2010. If we missed you, your membership may be in process.*

*Remember to renew your membership before the due date to earn a point toward Member of Excellence!*

**REMINDER!!**

### Division Educational Forum & Annual Meeting (DEFAM) – Delegate’s Report

It was my privilege to attend this year’s DEFAM (formerly referred to as Division Annual Meeting), **held June 3-6, 2010**, at the Embassy Suites Hotel – Paloma Village, in Tucson, Arizona. On Thursday evening, attendees participated in a Restaurant Romp. Members of the Division Board were each situated at a different restaurant close to the hotel. Attendees were able to pick one restaurant and get to know their assigned Board member a little better. It allowed for networking in smaller groups.

#### **Friday Educational Sessions**

Friday morning’s educational program was “Become An Inner Circle Assistant: 6 Must Have Skills”, presented by Joan Burge. Joan described the qualities of an inner circle assistant:

- Privy to Information
- Visible and recognized as a star performer
- Appreciated for your ability and entrusted with more sensitive insider information
- Respected as a key business partner with upper management
- Moving in tandem with the movers and shakers to make a difference in their organization
- Granted access and special privileges

Joan spoke about the shift in workplace and administrative paradigms. She also spoke of core competencies necessary to perform as an Inner Circle Assistant:

- Managing Office Technology
- Office Communications (knowing what method works best for a given situation)
- Problem Solving
- Professional Image
- Task and Project Management
- Manager Support

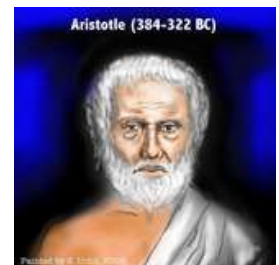
For more information on this subject, check out Joan’s book, *Become An Inner Circle Assistant*, available at [www.officedynamics.com](http://www.officedynamics.com).

Friday afternoon’s educational program was “Happiness Now”, presented by Dwight Lamb. Dwight spoke about understanding the source of real happiness. Some of his key points included:

1. The Law of Correspondence says, “Whatever you are on the inside, you will soon see the results of it on the outside.”
2. Your inner world of personality development will determine your outer world of friendships and relationships.
3. Your inner world of knowledge and preparation will determine your outer world of income and career success.
4. Your inner attitudes toward health and fitness will determine the condition of your physical body.
5. Your inner beliefs and expectations will determine your outer attitudes and your behaviors toward others.

He spoke of Aristotle, who believed that only a life based on values such as integrity, honesty, courage, generosity, persistence, and sincerity would lead to happiness and personal fulfillment. Along those lines, ask yourself the following questions:

1. How will you improve your integrity?
2. What can you do to be more honest?
3. How will you show courage?
4. List a generous behavior you will adopt.
5. I will be more persistent in this area.
6. What does sincerity look like behaviorally?



For more information on this subject or the speaker, please visit his website at [www.MyInspiration4Life.com](http://www.MyInspiration4Life.com).

## DEFAM – Delegate’s Report (continued)

### **Saturday Business Session**

The day began with the delegates briefing. Margaret Lojas CAP, AZ-NV-NM Division President, conducted the opening ceremonies, which included an invocation, presentation of colors by Girl Scout Troop #683, and singing of the national anthem by Susan Schultz CPS, Division Vice President. The keynote address was presented by Lucinda Hughes-Juan, who spoke about creating and following a personal mission statement.

### **IAAP International Update**

Antoinette Smith CPS/CAP, Southwest District Director, provided the IAAP International Update. She spoke about how difficult this past year has been financially for the association. The problems we faced as an association precipitated the dues increase put into effect this year. The IAAP Headquarters (HQ) staff have had their salaries frozen and have been restricted from participating in travel or training. The International Board and HQ staff has looked at every aspect of the association to see where cuts could be made. Anything that does not add value to the association has been removed or replaced; a concept they refer to as purposeful abandonment. IAAP continues to take steps toward becoming a remarkable association.

### **Annual Financial Report**

The 2009-2010 Division Financial Report was presented by Damaris Hill, Division Treasurer. As of May 15, 2010, the balance on statement and in the checkbook is **\$13,156.20**.

### **Election of 2010-2011 Division Officers**

The slate of officers for 2010-2011 was presented and voted on. The 2010-2011 Division officers are:

<b>President</b>	Margaret Lojas CAP – Valley West Chapter
<b>President-Elect</b>	Patti Speer CPS – Las Vegas Valley Chapter
<b>Vice President</b>	V. Tina Gilbertson – Cochise Chapter
<b>Secretary</b>	Mary Anne Tolmie – Cochise Chapter
<b>Treasurer</b>	Marianne Robbins – NTS Chapter – <i><b>Congratulations Marianne!</b></i>

### **Proposed Amendments to Division, International, and Retirement Trust Foundation (RTF) Bylaws and Standing Rules (BASR)**

#### **Division BASR**

<b>Proposed Amendment No. 1</b>	Tie vote, not adopted
<b>Proposed Amendment No. 2</b>	Adopted
<b>Proposed Amendment No. 3</b>	Adopted
<b>Proposed Amendment No. 4</b>	Referred back to Bylaws and Standing Rules Committee. Because the word “contact” was removed from the first sentence but still appears in the second sentence, the proposed wording needs additional clarification.
<b>Proposed Amendment No. 5</b>	Adopted
<b>Proposed Amendment No. 6</b>	Adopted
<b>Proposed Standing Rule Amendment No. 1</b>	Adopted
<b>Proposed Standing Rule Amendment No. 2</b>	Adopted
<b>Proposed Standing Rule Amendment No. 3</b>	Adopted via an amendment to the amendment to remove the first word (Other) from the Proposed Wording.
<b>Proposed Standing Rule Amendment No. 4</b>	Adopted
<b>Proposed Standing Rule Amendment No. 5</b>	Adopted

## DEFAM – Delegate’s Report (continued)

The attendees reviewed and discussed the International and RTF BASR and provided feedback to Margaret Lojas CAP, Division President, to take to EFAM next month.

### International BASR

<b>Proposed Amendment 1</b>	No discussion
<b>Proposed Amendment 2</b>	Discussion that the proposed wording limits the pool of available candidates for International Board positions.
<b>Proposed Amendment 3</b>	Same discussion as with Amendment 2, but some also feel that Proposed Amendments 2-4 are important to succession planning and establishing minimum requirements for the International Board positions.
<b>Proposed Amendment 4</b>	Under Section D of Proposed Wording, change division president to division officer.
<b>Proposed Amendment 5</b>	No discussion
<b>Proposed Amendment 6</b>	Discussion that International should still have some level of advance planning in booking future EFAM sites. Because the EFAM coordinator is selected 2 years in advance, adequate planning is in place, but the International Board will not be locked into selecting sites 6 years in advance.

### RTF BASR

<b>Proposed Amendment 1</b>	No discussion
<b>Proposed Amendment 2</b>	Will this benefit extend to those who are not members of IAAP? The proposed wording is not clear.
<b>Proposed Amendment 3</b>	No discussion
<b>Proposed Amendment 4</b>	No discussion
<b>Proposed Amendment 5</b>	What is an International Department? It was noted that the International President elects the RTF Committee Representative and presents the recommendation to the International Board.
<b>Proposed Amendment 6</b>	In Section 3B, why does the RTF BASR refer to International bylaws if the RTF is a separate entity?
<b>Proposed Amendment 7</b>	No discussion
<b>Proposed Amendment 8</b>	No discussion
<b>Proposed Amendment 9</b>	Confusion exists over the “or designee” in the Proposed Wording. If the designee is in fact the IAAP Controller, why isn’t that spelled out?
<b>Proposed Amendment 10</b>	No discussion

The proposed amendments to the RTF BASR generated several questions, as noted in the right-hand column, above. Antoinette Smith CPS/CAP, Southwest District Director, provided answers (via e-mail) to some of the questions raised regarding the proposed amendments to the RTF BASR:

Q. Is the RTF Housing Subsidies for Admins in Need (HSAN) for IAAP members only?

## DEFAM – Delegate’s Report (continued)

- A. The HSAN program is not limited to IAAP members, but IAAP members do have priority in terms of available funding.
- Q. RTF Proposed Amendment #5 Section 2 Qualifications: To serve as a member of the Board of Trustees a candidate must have served at least one year as... (See line item 12) IAAP international department. Question was what is the international department?
- A. That is a phrase taken from the IAAP bylaws and refers to the old education department which has been deleted and the Institute for Certification which is referenced in Article XI of the IAAP International Bylaws.
- Q. There's no provision listed if Amendment #5 fails, should there be one in order for Amendment #6 to be considered?
- A. The Chairman of the RTF will most likely withdraw the motion to consider Amendment #6 if Amendment #5 fails.
- Q. Amendment #9 reads "or designee" the question was; why not spell out who the designee is such as IAAP Controller?
- A. This is again from the IAAP International Bylaws. Since some titles may change at headquarters, designee means the designee of the board which could have any number of titles.
- Q. Should the International President appoint RTF Committee people in light of the RTF being a separate entity?
- A. The Chairman of the RTF submits his or her list of RTFC members to the RTF Board of Trustees and they approve the committee, not the IAAP International President.

### **Invitation to 2011 DEFAM**

The Albuquerque chapter extended an invitation to attend the 2011 DEFAM in Albuquerque, New Mexico. More details will be provided in this newsletter as they become available. I encourage NTS Chapter members to consider attending.

### **Bid for 2012 DEFAM**

The NTS Chapter’s bid to host the 2012 was accepted. As Marianne stated in her initial voting e-mail, this is a tremendous effort that will require input from the entire chapter working together. An initial planning committee will be formed with (possible) additional committees developed to support specific aspects of the planning.

### **Saturday Evening Banquet**

The day was capped with the annual banquet, during which the new board members were installed by Antoinette Smith CPS/CAP, Southwest District Director. Margaret Lojas CAP, spoke about the previous and upcoming years and passed out awards to Chapter Presidents, the outgoing board members, and those who assisted with planning and coordination of this year’s DEFAM. At the close of the banquet, the newly installed board members greeted division members as they exited the banquet room. It was a fun weekend and I look forward to next year’s meeting in Albuquerque.

***Report submitted by Barrett Shaw CPS, NTS Chapter President-Elect***

#### ***DID YOU KNOW?***

IAAP HQ no longer sends membership cards upon renewal. Please retain your previous card for access to your Member #.

## Countdown to the Educational Forum and Annual Meeting (EFAM)



EFAM, the premier IAAP event that takes place every summer in a different host city, is one month away. Members from all over the world converge for a series of business meetings, educational workshops, and more. This year's event will take place in Boston, MA, at the Hynes Convention Center.

If you're going, have you:

- ✓ Made all of your travel arrangements?
- ✓ Selected your educational workshops?
- ✓ Made note of the time and location for our Division group photo?  
*(It's on Sunday, July 18 at 4:15 p.m. Signage will be provided at the Convention Center to get us to the right place).*
- ✓ Printed a copy of the conference [brochure](#)?

Not able to attend EFAM this year? Look for a full report in the next issue of the NTS Chapter Newsletter. Are you thinking about possibly attending upcoming forums? Here is the schedule:

### Don't Miss Upcoming Education Forums

Mark your calendars for the upcoming meetings:

<b>2011:</b>	<b>Montreal, Quebec, July 24-27 Montreal Convention Center**</b>
<b>2012:</b>	<b>Grapevine, Texas, July 22-25, Gaylord Texan Resort</b>
<b>2013:</b>	<b>Anaheim, Calif., July 28-31, Anaheim Convention Center</b>
<b>2014:</b>	<b>Milwaukee, Wis., July 27-30, Milwaukee Convention Center</b>
<b>2015:</b>	<b>Louisville, KY, July 26-29, Kentucky Intl Convention Center</b>

\*\*Passports are required for travel to Canada. For more information on passports, please visit these links:

[travel.state.gov/travel/cbpmc/cbpmc\\_2223.html](http://travel.state.gov/travel/cbpmc/cbpmc_2223.html)  
[www.usps.com/passport/](http://www.usps.com/passport/)

### Last Chance to Show Your Power of Commitment!

The IAAP theme for 2009-2010 is **The Power of Commitment**. The commemorative pin (pictured to the right) can be purchased at any time, not just during Administrative Professionals Week.

[Click here](#) for more information, including an order form.



Attend the 2010 EFAM in Boston and achieve

