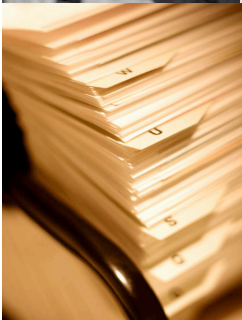
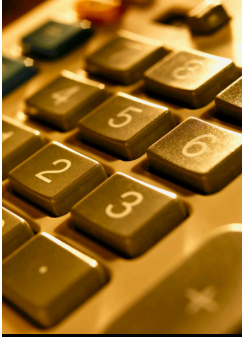


Wisconsin Division Annual Meeting & Education Forum



May 15-16, 2009
Jefferson Street Inn
Wausau, WI





AGENDA

| | | |
|-----------------------|---|---|
| Friday May 15 | 9:00 a.m. - 10:00 a.m. | Professional Portfolio for the 21 st Century |
| | 10:15 a.m. - 11:45 a.m. | Business Etiquette for the Business Professional |
| | 11:45 a.m. - 1:30 p.m. | Lunch (on your own) |
| | 1:30 p.m. - 4:30 p.m. | Starting Fresh: Advice for Surviving Downsizing |
| | 4:30 p.m. - 6:00 p.m. | Free time |
| | 6:00 p.m. - 7:00 p.m. | Dinner |
| | 7:00 p.m. - 9:00 p.m. | Evening of Welcome |
| Saturday May 16 | 6:30 a.m. | Breakfast Service Begins in City Grill |
| | 9:00 a.m. - 9:30 a.m. | First Timers/Delegates Briefing |
| | 9:45 a.m. - 12:15 p.m. | Business Session/Omega Service |
| | 12:15 p.m. - 1:45 p.m. | Recognition Lunch |
| | 2:00 p.m. - 3:00 p.m. | Career Advancement Training |
| | 3:30 p.m. - 5:30 p.m. | Optional Activity |
| | 6:00 p.m. - 6:30 p.m. | Division Reception |
| | 6:30 p.m. - 7:30 p.m. | Banquet |
| 7:30 p.m. - 8:00 p.m. | Installation of Officers, Incoming President's Address | |
| 8:00 p.m. - 9:00 p.m. | Keynote | |

REGISTRATION:

| | |
|------------------------|----------|
| 8:00 a.m. - 9:00 am | Friday |
| 11:45 a.m. - 1:30 p.m. | Friday |
| 4:30 p.m. - 6:00 p.m. | Friday |
| 8:00 a.m. - 9:00 a.m. | Saturday |

NETWORKING OPPORTUNITIES:

New this year! We bid a fond farewell to the separate Hospitality Room of old and welcome the opportunity to try out new ways of networking. The McIndoe Room will serve as the puzzle and game room. The Washington and Grant meeting rooms will be open between sessions for anyone wanting to sit down and network with new IAAP acquaintances and renew friendships. The Madison room will hold the division project and is a great place to catch up with friends as you shop for the raffle items.

Hours for the McIndoe Room:

| | |
|------------------------|----------|
| 11:45 a.m. - 1:30 p.m. | Friday |
| 4:30 p.m. - 6:00 p.m. | Friday |
| 8:00 a.m. - 9:45 a.m. | Saturday |
| 3:00 p.m. - 5:00 p.m. | Saturday |



FRIDAY SPEAKERS

Professional Portfolio for the 21st Century
by Kalynn Pempek CPS/CAP

Friday, May 15, 2009
9:00 a.m. – 10:00 a.m.

Kalynn Pempek CPS/CAP joined Northcentral Technical College (NTC) in May of 2007 as an instructor in the Business and International Education Division. She teaches courses in the Administrative Assistant Associate Degree program and Office Assistant Diploma program. Prior to joining NTC, Kalynn was the Director of Fund Development for the Aspirus Health Foundation for two years, and she served as Executive Assistant to the Chief Medical Officer and Office of the President at Aspirus, Inc. for nearly ten years.

Business Etiquette for the Business Professional
by Ann Dahlke

Friday, May 15, 2009
10:15 a.m. – 11:45 a.m.

Ann Dahlke is a Senior Administrative Assistant at UMR, formerly Fiserv Health. She supports the President of BP, Inc. and the Senior Vice President of product and network solutions for UMR. A native of Antigo, WI, Ann holds an Associate Degree in Insurance from Northcentral Technical College. Ann joined the Wausau Chapter of IAAP in May of 2006 and is currently serving as the Chapter Secretary, Publicity Chair, and Co-chair of the Administrative Professional Event Committee for the 2008-2009 IAAP year.

Starting Fresh: Advice for Surviving Downsizing

Friday, May 15, 2009
1:30 p.m.- 4:30 p.m.

Panel Presenters:

Right Management – Outplacement, HR Issues

Kurt Johnson, SPHR, MBA is Vice President-Client Services for Right Management, the world's largest organizational consulting and career transition firm with offices in Appleton, Madison, Milwaukee, and Mosinee. In his role, Kurt provides facilitation of Right's resources in support of corporate client needs in all areas of the human capital lifecycle including attract & assess, develop, engage & align, and transition of talent.

Employee Resource Center – Emotional/Mental Health Issues

Harry Deets, MSW, is the Director of the Wausau/Stevens Point/Marshfield area office for Employee Resource Center, Inc. He has over 23 years experience in the mental health counseling field and has been doing EAP work for the past 4 years. ERC has over 220 corporate customers, and Harry helps to provide services to many of these accounts. Harry also provides EAP counseling to clients on various presenting issues. Many of his clients have been affected by the recent downturn in the economy and reductions in workforce.

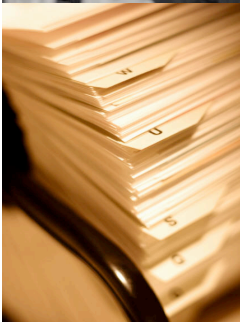
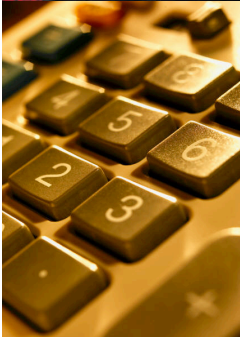
Manpower – Employment Agency Services

Kathleen Croker is a Business Development Specialist with Manpower. She helps companies and employees anticipate and benefit from changes happening now and next in the contemporary world of work. Manpower offers a wide range of programs and services. Manpower has over 60 years experience in HR Services, Outsourcing, Recruitment, Training, and Consulting. What Kathy enjoys most about her position is the ability to change people's lives, whether it is a client or an employee.

WI Department of Workforce Development, Division of Employment and Training – Services for Dislocated Workers

Ron Danowski began his appointment as the Administrator, Division of Employment and Training, in the Department of Workforce Development on March 26, 2007. Ron is a nationally recognized leader in workforce development. He has had a leading role in the success of Wisconsin's nationally recognized Dislocated Worker Program for nearly 20 years, securing more than \$40 million in funding for numerous projects serving displaced workers and communities. He has co-chaired the National Dislocated Worker Workgroup and is recognized nationally as a "Peer Expert" in the field serving dislocated workers.

Note: Recertification points will be requested for all sessions.





TRAINING

Parliamentary Training First Timers/Delegates Briefing

Saturday, May 16, 2009
9:00 – 9:30 a.m.

Even if you are not a First Timer or a Delegate this year, join us for an informative session presented by Cassie Laskowski CPS. Cassie has extensive knowledge of parliamentary procedures and will provide practical information for you to use at your regular chapter meetings as well as everything you need to know about the annual business meeting.

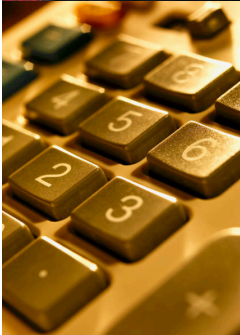
Career Advancement Training

Saturday, May 16, 2009
2:00 – 3:00 p.m.

- Do you want to
- Advance your career?
 - Stand up and step out?
 - Fire proof your job?

Join us for this session as we discuss taking responsibility, stepping up to leadership roles which will increase your value to your employer, overcoming stumbling blocks, and six ways to bullet proof your job.

Presented by Pat Falkenhagen CPS, Wisconsin Division President-Elect.
Note: 1 Recertification point will be requested.



KEYNOTE SPEAKER

Unleash Your Potential! *How to be the One Administrative Professional Your Organization Can't Live Without* by Shari Peace

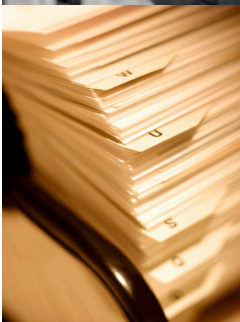
Saturday, May 16, 2009
8:00 p.m.- 9:00 p.m.

Shari Peace is an international speaker, an author and the President of Peace Talks, a Dayton-based professional speaking firm.

She has delivered presentations for a number of IAAP chapters and divisions across the U.S. and is also a frequent presenter at a wide variety of administrative professionals' conferences. Shari is even an IAAP "offspring:" Her mother, Ruth Peace CPS, is a 25-year member of the Wings Chapter in Dayton!

Shari graduated summa cum laude from the E. W. Scripps School of Journalism at Ohio University. She is the author of **Crank It Out! How to Get More Done – At Work & In Your Life!**

Note: 1 Recertification point will be requested for the keynote.





THINGS YOU NEED TO KNOW

Purpose

The purpose of the Wisconsin Division Annual Meeting is to conduct the business of the Division. Proposed changes to Bylaws and Standing Rules may be presented for consideration and Division officers are elected for the following year. Chapters designate a delegate and an alternate to represent the chapter during the business meeting, but all members are encouraged to attend. Committee and officer reports are presented as well as an International update by Sam Gill CPS, Great Lakes District Director, and special recognition and acknowledgements are made.

The Wisconsin Division Board strives to provide numerous opportunities for education, professional development, and recertification points throughout the weekend as well as opportunities for networking, team building, relaxing, and fun.

Attire:

Friday Sessions, Saturday Business Session – Business Casual
Friday Evening – Casual
Saturday Banquet – After 5 / Formal.

The Wisconsin Division Board requests that all participants refrain from wearing perfume, cologne and other fragrances in order to promote a fragrance-free environment.

Arrival:

When you arrive at the hotel, signs will direct you to the IAAP Registration area.

Registration Deadline:

Registration Deadline is **May 1, 2009.**

Cancellation Policy:

Cancellations must be received by May 6 for a full refund.

Hotel:

Reservations must be made directly with the Jefferson Street Inn. Deadline is April 15, 2009. Call the hotel to receive the IAAP rate. The rate is not available on-line.

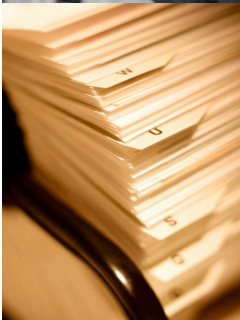
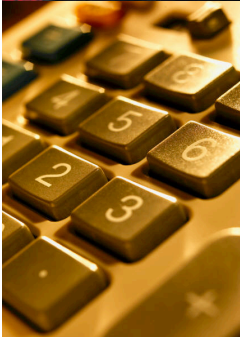
MEALS

Friday Dinner: Buffet with Sliced Roast Sirloin of Beef, Baked Lemon Rosemary Quarter Chicken, Garlic Mashed Potatoes, Rice Pilaf, Broccoli with Tarragon Butter, Honey Glazed Carrots, Salad, Cookies and Bars.

Saturday Breakfast: Breakfast service starts at 6:30 a.m. in City Grill Restaurant on first floor of hotel. Coupon for hot breakfast is in registration materials.

Saturday Lunch: Soup and sandwich buffet.

Saturday Dinner: Buffet with Prosciutto wrapped breast of chicken finished with a smoked Gouda sauce Mornay, Grilled Certified Angus Beef Flat Iron Steak finished with a mushroom sauce bordelaise, Baked French Onion Gratin, Yukon smashed potatoes, Fresh sautéed vegetables, Sherbet.



MISCELLANEOUS

Americans with Disabilities Act

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this program, please contact Julie Thomas at 608-263-5009.

Division Project Raffle

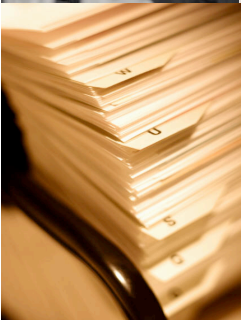
The Madison and Green Bay Chapters have graciously agreed to handle the Division Raffle this year. They have been busy once again obtaining outstanding donations from sponsors and individuals. Start saving today to purchase your "Wendy Wingspan" of tickets (35) for \$10.00, 6 for \$5.00, or 1 for \$1.00. Place your tickets in any prize box for the item of your choice. Proceeds from the WDAM Raffle help underwrite the costs associated with providing attendees quality professional speaker programs. The raffle will be held in the Madison Room.

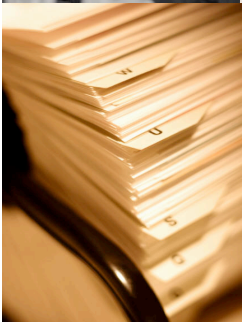
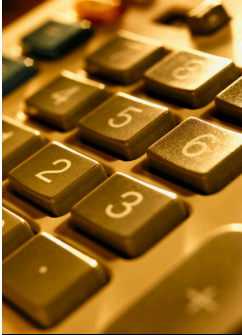
Walking Tour

The Wausau Chapter is organizing a walking tour for the Saturday afternoon optional activity.

Networking Opportunities

New this year! We bid a fond farewell to the separate Hospitality Room of old and welcome the opportunity to try out new ways of networking. The McIndoe Room will serve as the puzzle and game room. The Washington and Grant meeting rooms will be open between sessions for anyone wanting to sit down and network with new IAAP acquaintances and renew friendships. The Madison room will hold the division project and is a great place to catch up with friends as you shop for the raffle items. Hours for the McIndoe Room are listed on the agenda.

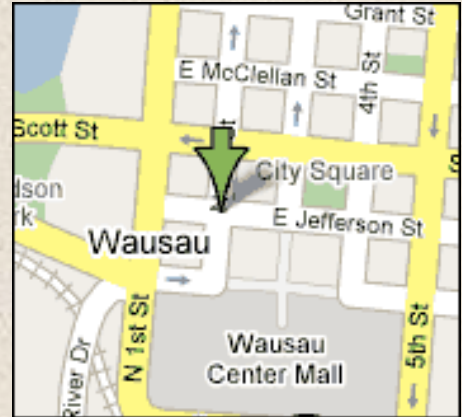




HOTEL

Jefferson Street Inn
201 Jefferson Street
Wausau, WI 54403
Toll Free: 866-855-6500

Check-in: 3:00 p.m. Check-out: 12:00 p.m.



Rates: Executive Queen and King rooms = \$99.00/night plus taxes
Luxury 2 Room Suites = \$129.00/night plus taxes

IAAP group rate available until April 15, 2009.

Each room has a microwave, refrigerator and free wireless Internet access

Directions to the Jefferson Street Inn when traveling on US-51 South / I-39 South

- * Take the off-ramp of Exit 192 and at stop light take a left (east).
- * Continue East for about 3 miles, through 4 stop lights until street ends.
- * Turn left into parking lot in front of the 'clock tower' and next to J.C. Penney.
- * Continue into hotel circle drive.

Directions to the Jefferson Street Inn when traveling on US-51 North / I-39 North

- * Take the off-ramp of Exit 192 and follow to the right (east).
- * Continue forward for about 3 miles, through 4 stop lights until street ends.
- * Turn left into parking lot in front of the 'clock tower' and next to J.C. Penney.
- * Continue into hotel circle drive.



REGISTRATION

Registrant Name _____ [] CPS [] CAP [] CPS/CAP

Mailing

Address _____

Phone: _____ Fax: _____

E-mail

address: _____

Employer: _____

Guest of: _____

Special Needs (if any): _____

Please check if: [] First Time Attendee [] Full Time Student

[] International Representative (Officer/Chair - list title)

[] District Representative [] Division Officer/Chair (list title)

[] Past International Officer [] Past Division President

[] Past Division SOTY _____ (yr)

IAAP MEMBERS ONLY

Chapter _____

Member

ID _____

[] Delegate

[] Alternate

| | Member | | Non-Member | | TOTAL |
|--|----------|----------|------------|----------|-------|
| | Before | After | Before | After | |
| FULL REGISTRATION | 4/19/09 | 4/19/09 | 4/19/09 | 4/19/09 | |
| Includes: Friday Morning Sessions, Panel, Dinner, Evening of Welcome, Saturday Breakfast, Recognition Lunch, Banquet, Keynote. | \$129.50 | \$139.50 | \$139.50 | \$149.50 | |
| Student - Full Registration | \$109.50 | \$119.50 | \$119.50 | \$129.50 | |
| | Before | After | Before | After | |
| INDIVIDUAL EVENTS: | 4/20/08 | 4/20/08 | 4/20/08 | 4/20/08 | |
| Friday Morning Sessions only | \$30.00 | \$40.00 | \$40.00 | \$50.00 | |
| Friday Panel, Dinner, Evening of Welcome | \$55.00 | \$65.00 | \$65.00 | \$75.00 | |
| Friday Dinner, Evening of Welcome | \$25.00 | \$35.00 | \$35.00 | \$45.00 | |
| Saturday Breakfast, Recognition Lunch | \$35.00 | \$45.00 | \$45.00 | \$55.00 | |
| Saturday Breakfast, Recognition Lunch, Banquet, Keynote | \$70.00 | \$80.00 | \$80.00 | \$90.00 | |
| Saturday Banquet and Keynote | \$50.00 | \$60.00 | \$60.00 | \$70.00 | |
| Saturday Banquet only | \$35.00 | \$45.00 | \$45.00 | \$55.00 | |
| Total Amount Enclosed | | | | | |

Registration Deadline is May 1, 2009.

Checks should be made payable to Wisconsin Division IAAP

Please mail to: Kathleen Princeton CAP, c/o American Family Insurance

PO Box 2927, Milwaukee, WI 53201-2927

Hotel Reservations must be made directly with the Jefferson Street Inn