




**WISCONSIN DIVISION
ANNUAL MEETING &
EDUCATION FORUM**

POWER
of
Commitment
Wisconsin Division


**May 14-15, 2010
Bridgewood Resort
Neenah, WI**



AGENDA




Friday May 14	10:00 a.m. – 11:30 a.m.	Essential Qualities of a Team Player
	11:30 a.m. – 1:00 p.m.	Lunch (on your own)
	1:00 p.m. – 4:45 p.m.	Stop Sabotaging Your Success!
	4:45 p.m. – 6:00 p.m.	Free time
	6:00 p.m. – 7:00 p.m.	Dinner
	7:15 p.m. – 8:30 p.m.	Evening of Welcome




Saturday May 15	9:00 a.m. – 9:30 a.m.	First Timers/Delegates Briefing
	9:45 a.m. – 12:15 p.m.	Business Session/Omega Service
	12:30 p.m. – 2:00 p.m.	Recognition Lunch
	2:15 p.m. – 3:15 p.m.	Are You Ready to Go Pro?
	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:




9:00 a.m. – 10:00 a.m.	Friday
11:30 a.m. – 1:00 p.m.	Friday
5:30 p.m. – 6:00 p.m.	Friday
8:00 a.m. – 9:00 a.m.	Saturday

PROJECT/RAFFLE:




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


MEALS



Friday Dinner: *South of the Border Buffet* with a build-your-own taco and fajita bar with seasoned ground beef and marinated chicken, soft and hard shelled tacos, Spanish rice, refried beans, fiesta dip, tortilla chips, toppings and condiments, assorted cookies and bars, coffee, iced tea, and milk.



Saturday Lunch: *Wrap Buffet* with soup, assorted wraps, fresh fruit, veggie tray, dip, potato salad, potato chips, assorted cookies and bars, coffee, iced tea, and milk.



Saturday Dinner: *Sliced Sirloin of Beef* with mushroom sauce and baked potato OR *Chicken Madeira* sautéed with almonds and mushrooms served over angel hair pasta with Madeira cream sauce and Asiago cheese. Both entrees include salad, rolls, vegetables, dessert, coffee, iced tea, and milk.

FRIDAY SPEAKERS

Essentials Qualities of a Team Player

by Janine Riemersma CPS/CAP

Friday, May 14, 2010

10:00 a.m. – 11:30 a.m.

Essential Qualities of a Team Player is based on the book *The 17 Essential Qualities of a Team Player; Becoming the Kind of Person Every Team Wants*, by John Maxwell. Teamwork is an integral part of business, organizations, family, and leisure activities. Organizations of all types accomplish more when people work together. Learn how qualities in individuals such as discipline, enthusiasm, communication, preparation, and commitment can improve a team's effectiveness as a whole.

Janine Riemersma CPS/CAP, IAAP International Secretary, has been a member of IAAP since 1986. She has served on the Michigan Division Board as well as the Retirement Trust Foundation Board of Trustees. Janine is the Office Services Manager of Technology and Office Automations at Fishbeck, Thompson, Carr & Huber. She has been with her employer for 23 years.



Note: 1 recertification point has been approved for this session.

Stop Sabotaging Your Success!

by Julie Kowalski

Friday, May 14, 2010

1:00 p.m. – 4:45 p.m.

Stop Sabotaging Your Success! Today's administrative professionals face more responsibility, new technology, increased workload, and an expanded customer base (both external and internal). To provide the tools for success it is necessary to ask ourselves certain questions – are we going to accept the circumstances as they are or are we going to accept the responsibility to change them? Will we view our day-to-day challenges with an open mind or find someone to blame? Come along and discover the right questions to ask yourself in order to excel in today's workplace.

Julie Kowalski is an energetic and spirited professional who focuses on development and implementation of effective business processes, management, leadership, sales, customer service, and marketing tools. She received a Bachelor of Science degree from Clarion University of Pennsylvania and has been facilitating the learning of best practices for the past nine years to business people in all areas of business, from small family-owned operations to Fortune 100 companies.



Note: 3 recertification points have been approved for this session.

TRAINING

Parliamentary Training First Timers/Delegates Briefing

Saturday, May 15, 2010
9:00 a.m. – 9:30 a.m.

Even if you are not a First Timer or a Delegate this year, join us for an informative session on 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.

Are You Ready to Go Pro? by Julie Thomas CPS/CAP

Saturday, May 15, 2010
2:15 p.m. - 3:15 p.m.

You've acquired the skills of a seasoned administrative professional, but are you ready to take it to the next level? Do you aspire to be a highly valued member of the team? Join us for this session as we discuss simple but crucial ways to use professionalism in everyday situations to maximize your:

** Performance ** Self-Confidence ** Reputation ** Advancement Potential

Julie Thomas CPS/CAP is the current President-Elect of the Wisconsin Division. She is employed with the UW School of Medicine and Public Health, in the Department of Human Oncology.



Note: 1 recertification point has been approved for this session.

KEYNOTE SPEAKER

Magic Moments by Jason Seiden

Saturday, 8:00 p.m. - 9:00 p.m.

Keynote sponsored by **Nsight Telservices**
Green Bay, WI 

Presentation – "Magic Moments". Jason will teach you how to handle the pressures of a world that is often out of your direct control. He will combine a look at ways in which people "get it wrong" along with concrete tips for getting it right.

Jason Seiden is an author, speaker, and career coach. He delivers a message that encourages a fearless respect for risk, personal accountability, and a commitment to sustainable results. He holds an MBA and a Bachelor's of Science in Economics and is a member of the National Speakers Association and the International Coach Federation. If you had a chance to read the February 11th edition of OfficePro Express, Jason's name is familiar – he was featured in the article *How to Not Lose Your Job*, found on Yahoo's HotJobs website.



Note: 1 recertification point has been approved for the keynote.

THINGS YOU NEED TO KNOW

Purpose

The purpose of the Wisconsin Division Annual Meeting and Education Forum is to conduct the business of the Division and provide members with educational sessions, professional development, networking, and team building. 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 Janine Riesmersma CPS/CAP, International Secretary. Special recognition and acknowledgements will also be made.

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

Deadline for registration is **April 30, 2010**. **New this year! Register online at <http://wisconsindivisionwdam.eventbrite.com>**

Cancellation Policy

Cancellations must be received by **May 5** for a full refund.

Hotel Reservations

Hotel reservations must be made directly with the Bridgewood Resort. Deadline is April 13, 2010. Call the hotel to receive the IAAP rate. The rate is not available online.

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 Nancy Arnold at 608-201-2136.

Division Project Raffle

The Greater Green Bay and Wausau Chapters have graciously agreed to handle the Division Raffle this year. They have been busy once again obtaining outstanding donations from sponsors, chapters, 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 bag 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 LaSalle Room on the 2nd floor. There will also be a separate 50/50 raffle.

Saturday Optional Activity

Information about the Saturday afternoon optional activity will be included in your registration materials.

HOTEL

Bridgewood Resort & Conference Center
1000 Cameron Way
Neenah, WI 54956
920-720-8000 or 800-514-5206

Check-in: 3:00 p.m. Check-out: 11:00 a.m.

Rates: Standard Rooms, Executive Suites, and Business Plus Rooms are available at the event rate of \$99.00/night plus taxes.

Breakfast is included and upgraded rooms are also available.

IAAP group rate available until April 13, 2010.

Each room has a microwave, refrigerator and free wireless internet access.
More hotel information available at www.bwneenah.com



Directions to the Bridgewood Resort:

**** From US-41**, take Exit 131, east to Green Bay Road, then south to Cameron Way

**** From the east**, US Highway 10 to County CB, south to JJ, east to Green Bay Road, south to Cameron Way.

**** From the west**, Wisconsin State Highway 10, to Highway 41, south to Exit 131, east to Green Bay Road, south to Cameron Way.



REGISTRATION

NEW THIS YEAR! Register online at <http://wisconsindivisionwdam.eventbrite.com>

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/District Representative *(list title)*

[] Division Officer/Chair *(list title)*

[] Past International Officer

[] Past Division President

IAAP MEMBERS ONLY

Chapter _____

Member ID _____

[] Delegate [] Alternate

	Member		Non-Member		TOTAL
	Before 4/15/10	After 4/15/10	Before 4/15/10	After 4/15/10	
FULL REGISTRATION					
Includes: Friday Morning and Afternoon Sessions, Dinner, Evening of Welcome, Recognition Lunch, Banquet, Keynote.	\$139.50	\$149.50	\$149.50	\$159.50	
Student - Full Registration (full-time students)	\$119.50	\$129.50	\$129.50	\$139.50	
INDIVIDUAL EVENTS:					
Friday Sessions, Dinner, Evening of Welcome	\$75.00	\$85.00	\$85.00	\$95.00	
Friday Evening Dinner, Evening of Welcome, Saturday Sessions, Recognition Lunch, Banquet, Keynote	\$115.00	\$125.00	\$125.00	\$135.00	
Saturday Sessions, Recognition Lunch, Banquet, Keynote	\$90.00	\$100.00	\$100.00	\$110.00	
Saturday Banquet and Keynote	\$50.00	\$60.00	\$60.00	\$70.00	
Please indicate banquet entrée choice: _____ Sliced Sirloin of Beef OR _____ Chicken Madeira					
Total Amount Enclosed					

Registration Deadline is April 30, 2010

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 Bridgewood Resort at
920-720-8000 or 800-514-5206

Deadline for hotel reservations is April 13, 2010