



Fall 2008

Volume 1, Issue 1

Karen Blankenship — Editor

Indiana Division Communication

From the president's corner...

Welcome to a new IAAP year! First, I want to thank you all for allowing me to serve as president of the Indiana Division for 2008-09.

The board members and I have met several times already to plan for a most "excellent" year as together we become members, chapters, and a division of excellence. We are looking forward to visiting with you in the next few months and sharing with you our plans and goals for this year. Our presentation this year will be based on the book



7 Measures of Success, What Remarkable Associations Do That Others Don't. Using the concepts presented in this book, we will strive to achieve excellence together.

Teresa Walters CAP and I traveled to New Orleans in July to represent our division at the 2008 International Conference and Education Forum. We were pleased that there were so many members from Indiana in attendance. It was an exciting and fun time. You can read Teresa's report in this board letter and I will submit my report in the next one.

The board also hosted its first annual Chapter President's Retreat in August at the Highland Lake Baptist Camp in Monrovia, IN. All but two of the chapters were represented as we reflected on our past successes and set goals for the coming year. We hope to make this an annual event. I'm sure your presidents will have many ideas to share with you at your chapter meetings in September.

Kim Fuhrman has been busy coordinating the 2nd Annual Indiana Division Professional Education Conference. We hope you will plan to join us on Saturday, October 4, in Fort Wayne, Indiana for this educational opportunity. Information regarding this event is in this board letter along with the registration form. You can also access the form on the Indiana Division website.

Lisa Holderman, Jenny Knoebel CPS/CAP, and Dawn Keyler are making plans for a most "excellent" IDAM 2009. As many of you know, the division meeting next year will be a joint effort of all the chapters. Chapter assignments were emailed to the Chapter Presidents in August and the first planning meeting will be held at the Swan Lake Resort on October 18. This will be an exciting time for the division and the chapters as we work together to plan this event. We hope to have a record attendance; please mark your calendars now for May 15-17, 2009.

All of the Indiana Division board members are here to help you in anyway we can, our contact information is included in the board letter. Please feel free to call or email us with any questions or concerns. We are here to serve you!

Beverly Wilson CPS/CAP, Indiana Division President

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Be sure to see these included items:

- 2008 IPEC Information & Registration

2008-09 Indiana Division Officers

Beverly Wilson CPS/CAP, President

Teresa Walters CAP, Vice President

Virginia Wilson , Treasurer

Karen Blankenship, Secretary

Indiana Division 2008 Fall Communication



Alternate report from International Convention...

The 2008 International Convention and Education Forum was held at the Hilton Riverside Hotel in New Orleans, LA, July 26 - 31, 2008. The final registration and credentials report on July 29, 2008, indicated a total of 1826 attendees at this year's conference.

Opening ceremonies were held on Sunday, July 27, and included the parade of nations, the introduction of the International board of directors and the executive director. Our nation's flag was presented by the Marine Corps Color Guard, and the national anthem was sung by world renowned gospel artist, Irma Thomas.

A bit of change from the usual inspirational message came from the Blue Roof Blues Jazz Band under the direction of Kenny Kerth. The band explained the order of music, depicting the traditional funeral procession and celebration of "N'awlins" residents.

We were welcomed to New Orleans by Ms. Doris Voitier, the 2007 recipient of the JFK Courage Award. Ms Voitier is the superintendent of the NOLA St Bernard Parish. After hurricane Katrina ravaged the city in 2005, Mann High School became a shelter of last resort. Survivors remained at the school without electricity, food or water for almost 3 weeks until the 25 individuals could be evacuated. The trip up the Mississippi to Baton Rouge took more than 11 hours. All of the 15 schools were completely destroyed. Waiting for leadership from local and national governmental departments seemed hopeless, so Ms Voitier took out a personal loan, and purchased mobile classrooms, opening them for school just 3 months later. Approximately 300 students returned from the original 8000 that had attended school in this parish. Expected students to return this fall is 4500, with 1 new school prepared to open. There were stories of hope, devastation, sorrow and heroism.

The 2007-08 International Board of Directors and the Retirement Trust Foundation Board members were introduced, as well as the attending International past presidents. The registration/credentials committee report was adopted as follows, after some minor corrections in their report:

International officers	11
Division delegates	35
Chapter delegates	301
Chapter at Large delegates	0
Members at Large delegates	1
International Affiliate Representatives	4
Total number of International Officers and Delegates eligible to vote	352
Authorized proxies	127
Total number of International Office Delegates and authorized proxies	47
Total number of registered alternates	199

The number at attendees reported at 10:15 am was 1976

A motion from the floor was made to insert 15 minutes for Good of the order on the Tuesday business agenda. The motion failed with 187 delegates voting against, and 101 voting for the motion.

The Nominations chairperson, Laura Cozens, introduced the 2008-09 slate of officers. This year, there were 7 nominates from the floor.

Don Brettbauer provided the executive director's report stating that our professional members have increased by more than 400 since 2000. With the template provided by the book, '7 Measures of a Successful Association', we will strive to develop a more customer service culture within IAAP, as well as align products that benefit our members, share member dialogue and build additional opportunities for member growth. We have surpassed last year's attendance of 1850 in Tampa, Florida. At the present time, 180 chapters/divisions are participating in the community forum.

International President Judy McCoy CPS/CAP expressed her appreciation of the existing international board as the association experienced a few speed bumps and stormy drives during their Forward Moving journey. The current IAAP membership level crossed the 28,000 mark for the first time in more than 15 years. At the close of this year, we will show an increase of 487 members. Once again, the Fall Certification Conference held in San Antonio, Texas, and the Spring Professional Education Conference held in Charleston, South Carolina were sold out. Thirty three of the thirty four division meetings included an international officer.

Ninety five chapter presidents received the distinguished chapter president award.

During the afternoon, you could begin to visit the many vendors at the Office Expo, and visit with your district members, as each caucus met with International members to discuss current events, and allow members to ask individual questions. The officers spent approximately 20 minutes with each district

A new event held this year was a 'meet and greet' the candidate session specifically for delegates and alternates. This gave each individual a better opportunity to speak with each candidate.

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Our evening of entertainment provided an experience of life on the boulevards of New Orleans, without leaving our hotel! A reception was held for the attendees and among our visitors were jugglers, street mimes, an alligator handler, (with REAL alligators!), and a variety of singers and musicians! We had music and dancing, and additional opportunities to meet with the candidates during the evening.

Monday morning began with an excellent presentation from Simon T Bailey entitled "Kick it up a Notch"! Simon inspired us to possess a forward moving mind-set while being true to our personal beliefs and convictions.

The International by-laws committee reported on the proposed amendments. The amendments that passed included allowing the international board to conduct business via email; and allowing the committee on nominations to enforce penalties against any violations by candidates that can include disqualification from future elections; and the brief overlapping of terms for officers due to the timing of elections.

A proposed amendment to eliminate standing rule 2 on candidate guidelines failed, as did the proposed amendment to allow the board of directors to establish rules for IAAP candidates seeking International office.

The Leadership Luncheon that replaced the Certification Luncheon was well attended, and guest speaker Brian Blasko shared strategies to help us keep fuel in our tank, and 'Cruise Through Life at 55 MPH.'

Another new feature of the convention included 1 hour seminars with product vendors, such as Swingline, MeadWestvaco, Acco, and Smead. These were great opportunities to learn more about advanced products, and get individual questions answered. There were quite a few 'goodies

Elections were held that afternoon, and required a second round of voting.

The Indiana Division dined out together at a local restaurant located in the garden district, as recommended by Debra Riger CPS, a native of the New Orleans area.

The Tuesday morning session began with the Recognition Plus Awards given to Division Presidents for membership and chapter development. The installation of the 2008-09 International officers was followed by the invitation to the 2009 International Convention in Milwaukee.

Individual workshops again included a wide variety of topics; many new speakers, and some of your favorites were also back!

Tuesday evening entertainment was provided by Andy Childs and his vocal band. Many of our members also had the opportunity to photo Nicholas Cage, as he traveled in and out of the hotel while filming a movie up on the 31st floor of the hotel!

The Wednesday evening banquet was elegant and filled with beautiful dresses and handsome escorts! The 2008 Award For Excellence winners included ExxonMobil Exploration Corporation nominated by ExxonMobil Chapter and Spirit AeroSystems, Inc., nominated by Minisa Chapter.

Incoming International President Barb Horton CPS/CAP, delivered her speech via video taping.

Our Thursday morning post convention workshop for officers included an update on the Pathways to Excellence Program; tips from Office Team to promote our organization; and an outstanding presentation by Cal Lemon on our changing culture as it relates to increasing our membership.

Your alternate served as a host volunteer again this year, and found it to again be very rewarding for meeting new friends and colleagues from all over the world! If you have never served as a volunteer, I would encourage you to do so! Not only can you be reimbursed for one-half of your registration, you also have access to many opportunities to meet guest speakers and the international officers. Thank you for the opportunity to serve you as the Indiana Division alternate. I am very proud of our members at large, our chapters and their officers!

See you in Minneapolis in 2009!

Teresa E Walters CAP, Indiana Division Vice President

Be Sure to Make Your Reservation for the 2008 Fall Indiana Professional Education Conference! See the inserted application form!!



Dates to Remember...

Indiana Division Officer Chapter Visits	September/October	
Indiana Division Board Meeting	October 3	Fort Wayne, Indiana
2nd Annual Indiana Educational Conference	October 4	Fort Wayne, Indiana
Indiana Division 2009 Planning Meeting	October 18	Plymouth, Indiana
Fall CPS/CAP Examinations	November 7-8	
RTF Promotion	November	
Avery Award for Excellence Program deadline	January 2009	
Indiana Division Annual Meeting	May 15-17, 2009	Plymouth, Indiana

2008-09 Division Committees

Audit	Gail Arthur, Lafayette
Bylaws & Standing Rules.....	Paula Shelton, Athens of the Prairie
Chronology/History.....	Loretta Schrock, Maple
International Projects/ Professional Development.....	Macinea Dolby CPS, Indy Northside
Membership.....	Lorri Courtney, Tawasi
New Chapter Builder.....	Norma Jean Graves CPS/CAP, '500'
Nominations.....	Mia Gutridge, River Bend
Student Program.....	Rhonda Schenk CPS/CAP, Evansville
Webmaster.....	Denise Goveia, Maple
2009 Indiana Division Annual Meeting.....	Dawn Keyler, Lisa Holderman Jenny Knoebel CPS/CAP
Ind Professional Education Conference.....	Kim Fuhrmann, Tawasi

IAAP Vision 'To inspire and equip all administrative professionals to attain excellence.

IAAP Mission 'To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.





2008 International Convention Attendees



Indiana Division Professional Education Conference

Have you ever wondered what motivates others as well as yourself? What is the motivational language of your co-workers, family members, and friends? Come and spend one educational day and learn about yourself and others – but wait, there is more...get tips and tricks on Microsoft Office 2003, a preview of Microsoft Office 2007, and information on MOS certification.

 *Motivational Language...What's Yours?*
Jennifer R. Bosk, Director of Alumni Relations for Indiana University Purdue University Fort Wayne (IPFW), will share her secrets of what works to motivate the people in your life, whether at work or home. She and her assistant must rely on volunteers to help successfully create and execute events, do fund-raising, and build friend-raising.

 *Tips and Tricks Microsoft Office 2003; Office 2007 Preview; and MOS Certification*
Sarah Geist, President of Summit Computer Training Services, will share her knowledge on Microsoft Office and MOS certification. Come and learn those tips and tricks that will make your life easier! Plus don't forget to bring those questions you have been seeking answers to...



Join fellow administrative professionals for a day of networking, gaining knowledge and skills that will benefit you and your employer.

WHEN: Saturday, October 4, 2008
10:00 a.m. – 3:30 p.m.
(Registration begins at 9:00 a.m.)

WHERE: Ivy Tech Community College – Auditorium
3800 North Anthony Boulevard, Fort Wayne, IN 46805

COST: \$50.00 – IAAP Member \$75.00 – Non-Member \$30.00 – Student
(Lunch is included with every registration.)

CONTINUING EDUCATION: Each CPS and/or CAP holder will receive a total of 4 recertification points. All attendees will receive a Certificate of Attendance.

TO REGISTER: Please complete the attached registration form and mail or fax to the address provided by 5 p.m. on Friday, September 26, 2008.

Overnight accommodations are available at the Marriott, 305 East Washington Center Road, Fort Wayne, IN 46818. Phone/Reservations: 260.484.0411. The room rate is \$94 plus tax. **You must reference "Indiana Division IAAP" when making your reservation to get the negotiated rate. Hotel reservations must be made by Tuesday, September 2, 2008.**



Indiana Division Professional Education Conference

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____ Member Number (If applicable): _____

Please check if you have one or both of the following: _____ CPS _____ CAP

Please check one: _____ IAAP Member _____ Non-Member _____ Student

If you are a member, do you belong to a Chapter? _____ Yes _____ No

If yes, what Chapter: _____

If no, are you interested in receiving information on a chapter near you? _____ Yes _____ No

Would you like to receive information about IAAP? _____ Yes _____ No

If you are a student, what college or technical school are you attending? _____

Cost is: \$50.00 (IAAP Member) \$75.00 (Non-Member) \$30.00 (Student)
(Lunch is included with registration.)

Please mail your check or money order made payable to: **Indiana Division IAAP**, along with this registration form to:

Attn: Kim Fuhrmann – IPEC Conference
Fort Wayne-Allen County Airport Authority
3801 W Ferguson Rd, Ste 209
Fort Wayne, IN 46809
For questions, call Kim at 260.747.4146 ext. 235
Fax: 260.747.1762
E-mail: Fuhrmann@fwairport.com

Registration Form and Payment must be submitted by Friday, September 26, 2008

(Please complete one form per person)

Indiana Division Member Anniversaries...

River Bend

Tamara Fry – 8/1/1998

Charlene Murphy – 8/1/1998

Lafayette

Rita Buckles – 8/1/1984

Connie Good – 7/1/1997

Rose Marie Killian CPS– 7/1/2002

Joyce Klingler CPS – 8/1/1960

Virginia Livingston CPS – 8/1/1977

Indy Northside

Karen Blankenship – 7/1/2002

Sue Coy – 7/1/2008

April Lilly-Ervin CAP – 7/1/2005

Frances Simpson CPS – 8/1/1976

Vera Tahim – 7/1/1992

Evansville

Anne Bruner – 8/1/2005

Gail Dunn – 8/1/1968

Loretta McVay CPS – 7/1/1984

Patricia Overton CPS– 7/1/1985

Charlotte Pettijohn – 7/1/1999

Carol Reising CPS/CAP – 8/1/2006

Susan Schroeder – 7/1/1995

Bernice Sensmeier CPS– 7/1/1965

Cathy Sickman – 8/1/2005

Tawasi

Lucille Frech CPS – 7/1/1972

Cynthia Martin – 8/1/2001

Kathleen Turner – 8/1/2008

Cheryl Umphrey CPS/CAP - 7/1/1995

Teresa Walters CAP – 8/1/2001

Amy Wright – 7/1/2008

'500' Chapter

Krista Dyer – 7/1/1996

Jennifer Marlett- 8/1/2007

Cheryle Smith CAP – 7/1/2002

Maple

Sue Kurtz – 8/1/1984

Doris Schwartz – 7/1/1997

Indiana Division At Large

Megan Anderson – 8/1/2007

Joyce Carmien – 7/1/1951

Frances Craig – 7/1/1963

Stephanie DiBiasio – 8/1/2006

Betty Koehl – 8/1/1989

Terry McKinsey – 8/1/2006

