



60th Indiana Division Annual Meeting and Education Forum



Making the Leap to Remarkable

Educational Event Information

May 18-20, 2012

**Essenhaus Inn and Conference Center
Middlebury, Indiana**

Hosted by:
Maple Chapter of Goshen

Friday Leadership Training

Friday, May 18, 2012
1:00 pm

Conference Room

Tammy Pierce, CAP-OM, will be our featured educator during Leadership Training on Friday afternoon. If you've been a long time leader or if you've recently stepped up in a leadership position, this is a chance to learn more. Tammy began her career in the administrative field in 1984 with the majority of her time serving in the public sector. She is currently the Administrative Assistant to the Superintendent of West Carrollton Schools. She joined IAAP in 1994 and is a member of the Wings Chapter in Dayton. She has served in many leadership roles within the chapter and Ohio Division, serving as chapter president in 1999-2000 and division president in 2004-2005. She is currently serving as International Director, Great Lakes District.

Tammy earned her Associate's Degree from Sinclair Community College and is currently pursuing a Bachelor's Degree in Management through Park University. She received her CPS rating in 1994 and her CAP rating in 2001. She also received the Member of Excellence in 2008-2009 and 2010-2011. Tammy is married to her husband, Scott, and they have a daughter, Nikki, and granddaughter Ryleigh. Tammy also has a dog named Cole and a grand-dog named Ellie. Make your Leap to Remarkable by attending this afternoon session for only \$10.



Friday Open House

Friday, May 18, 2012
7:00 pm

Conference Room A, B



Happy Birthday 60th Birthday Indiana Division IAAP!

You are invited to the Indiana Division IAAP 60th Birthday Party at Open House! Wear your favorite, fanciest, flowery or 50s hat. Enjoy cake, ice cream and soda pop. Play games, win prizes. You and your friends - new and old - get your picture taken, shop local vendors and chapter booths. Everyone takes home a party favor. Come and join in the fun as we celebrate 60 years of Progress!

Banquet Entertainment

Saturday, May 19, 2012
6:30 pm

Conference Room A,B

Plan to enjoy Kris Brownlee on the Saxophone accompanied by fellow musicians on piano and percussion for an outstanding upbeat musical program following dinner. Kris plays for audiences all over the Midwest, including Chicago, South Bend and western Michigan.

With over twenty five years of playing saxophone many have influenced Kris Brownlee, but none more than saxophonist Boney James. Choosing to pour his emotions through his saxophone, Kris has a lot to say with his music. Born in Fort Wayne, IN, the Manchester college graduate stretches his creativity by collaborating with

Grammy Award-winning producer Michael Broening as well as legendary guitarist Freddie Fox on his most recent recordings.



Kris Brownlee sets the pace – creating melodies and grooves that are purely irresistible. *Halo*, the first single off their highly anticipated third album, *Sincerely Yours*, is sure to get everyone talking. First featured on 91.1 FM The Globe, *Halo's* accent-filled groove is being described as “uplifting”, “deep,” and “smooth like butter.” Kris Brownlee is signed under MEGAWAVE Records.

Saturday Seminar

Saturday, May 19, 2012
2:00 pm – Mark Potuck

Conference Room C

Mark Potuck will be our featured Educational Seminar Speaker on Saturday afternoon. Mark was born in Rochester, NY and graduated from West High School. In 1965 he became a resident of Southern California, attending college over the next 11 years. He graduated with a BA in Health Education from Long Beach State University followed by his MS from UCLA.



Once he entered the field of education he really started to blossom. A latent thespian he quickly learned that theatrics, humor and music were legitimate vehicles for educating. After seventeen years of school and community educating, he took his “show” on the road. With almost twenty years of coast to coast presenting for audiences of all ages, he still loves his chosen profession.

Mark encourages participants to be aware of the wealth of resources available to assist in the process of self-improvement. If we’re really serious about achieving our goals, most of us require some sort of organized approach in order to be successful. As with any educational workshop, he believes what happens after the session is most important.

Sunday Keynote

Sunday, May 20, 2012
9:00 am - Vince Turner

Conference Room C

Joining us on Sunday, Vince Turner will give us his perspective on “Making the Leap to Remarkable” with motivation, encouragement and humor. His past speaking and writing experiences include opportunities as a Fort Wayne radio newscaster, Elkhart Truth Sports columnist, Notre Dame Football correspondent and basketball play by play announcer, B-100 and WRBR Sports Anchor, and most recently the WTRC Radio Sports Director. Currently, Vince is Vice President of Development and Public Relations and Chief Fundraiser at Bashor Children’s Home in Goshen, Indiana. He also was Keynote speaker at the Indiana Division Annual Meeting at Oakwood in 2004.

In his years of broadcasting he has received the Indiana High School Athletic Association Distinguished Service Award, was voted “Best Play-By-Play” by the Indiana AP/UPI for 7 years, received Indiana AP’s “Sportswriter of the Year” award, and the Elkhart Lion’s Club “Citizen of the Year” award. He currently serves on the Goshen Boys and Girls club Board of Directors and has also served with Child Abuse Prevention Services, Junior Achievement and the Indiana Basketball Hall of Fame.

Vince is married to Patricia, a retired middle school teacher who works with the Adult Literacy program in Goshen. They have four grown children, Angela, Andrea, Benjamin & Melissa. Together they are committed to the needs of the Goshen Community and are involved at the Wakarusa Missionary Church.



Hotel Information



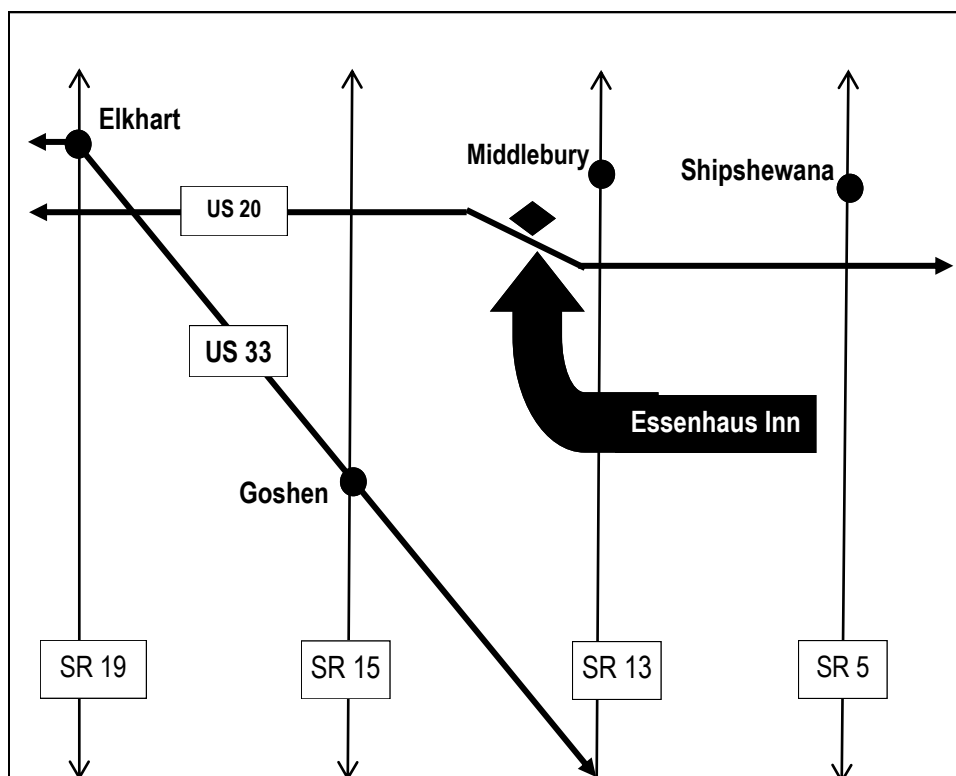
800-455-9471
Room Rate: \$99.00
Check-in 3:00 pm
Check-out 11:00 am (firm)

**Reservation
Deadline:
April 15, 2012**

Essenhaus Inn and Conference Center
240 US 20 • Middlebury, Indiana 46540
800-455-9471 • www.EssenhausInn.com

Discover, MasterCard, Visa and American Express accepted • 24 hour cancellation policy

Note: Essenhaus Shops and Restaurants CLOSED on Sunday



Essenhaus Inn is located on US 20 one mile west of SR 13 and eighteen miles east of SR 19
Shipshewana is located eight miles east of Middlebury.

A block of rooms in the Atrium have been reserved for May 18, 2012 - May 20, 2012. The group room rate of \$99 double occupancy per night will be available until **April 15th** or until the group block is sold out, whichever comes first. Additional rooms have been blocked in the main hotel for overflow. Attendees wishing to come a day early may reserve their room in the Atrium at the same rate for Thursday, May 17, 2012. A limited block of rooms have been reserved for this purpose. Rates are double occupancy; each additional person is \$10 per night.

Local Attractions

Middlebury	Essenhaus Inn is only a short drive from the quaint shops and atmosphere of downtown Middlebury. There are also many unique Village shops located on the same property as the conference center. Eat at the Essenhaus Inn restaurant or try Rulli's Italian, Mancino's, Margarita's Mexican, and assorted fast food. A Classic Car Cruise-In will be held at the conference property on Thursday evening. <i>Village Shops and Essenhaus Restaurant closed on Sunday.</i>
Shipshewana	The shops and stores of Shipshewana are only ten minutes east of the conference center. Made famous by their Tuesday-Wednesday flea market beginning the first week of May, come early in the week and take advantage of this opportunity or come on Thursday and enjoy the many shops and eateries. <i>Shops and restaurants closed Sunday.</i>
Goshen & Elkhart	Enjoy the many attractions in Goshen and Elkhart which are 20-30 minutes from the conference center. The Old Bag Factory in Goshen is a favorite, and there are many restaurants and downtown shops to enjoy in both cities.

General Information

What to Wear:	Open House – casual Business Session – business casual Seminar – business casual Banquet – "dressy", not formal Keep in mind that room temperatures may vary so consider dressing in layers, especially if you tend to be cold. Please be mindful of those with allergies by refraining from the use of perfumes or perfumed lotions. Thank you.
CEUs/ Recertification:	Continuing Education Units and Recertification Points will be provided to those attending the Saturday afternoon seminar. (Approval pending)
Name Badges:	To facilitate identification, all attendees are required to wear the badges issued by the Registration Committee. Your badge (and ticket) is required for entrance to all weekend functions. For your personal safety, you are urged to remove your badge when not participating in Indiana Division Annual Meeting and Education Forum activities.
Questions:	If you have questions, do not hesitate to ask any member of Maple Chapter. Chapter members can be identified by their special pins.
Attendees:	Attendees, especially first-timers, are encouraged to review all conference materials and meet as many new people as possible. Making the effort to be a responsible member will supplement what is provided for you and make the meeting as educational and informative as possible.
Special Note:	We appreciate that IAAP members and friends will be considerate in honoring the policy of a smoke-free and alcohol-free environment. There are facilities close by and off-grounds for those who are interested.

Tentative Agenda

Friday, May 18, 2012

11:00 am– 7:00 pm	Annual Meeting Registration	Hotel Lobby
1:00-4:00 pm	Leadership Training Tammy Pierce CAP-OM (CEUs Pending) Great Lakes District Director	Conference A,B
Noon-7:00 pm	Hospitality & Networking	Atrium
7:00-9:30 pm	Open House	Conference A,B

Saturday, May 19, 2012

7:00-9:00 am	Annual Meeting Registration	Hotel Lobby
7:00-9:00 am	Hospitality & Networking	Atrium
8:00-8:15 am	First Timers' Orientation	Conference C
8:15-8:45 am	Delegates' Briefing	Conference C
8:45 am	Credentials Check-in	Conference C
9:00 am	Opening Ceremonies / Business Session	Conference C
11:30 am	Recognition Luncheon	Conference A,B
1:15-1:45 pm	Annual Meeting Registration	Hotel Lobby
2:00-4:00 pm	Seminar - Mark Potuck (CEUs Pending)	Conference C
4:00-5:30 pm	Hospitality	Atrium
6:00 pm	Social Time	Atrium
6:30 pm	Banquet & Entertainment	Conference A,B
8:00 pm	Break	
8:15 pm	Installation of Officers & Presentations	Conference C

Sunday, May 20, 2012

8:45 am	Networking	Atrium
9:00 am	Sunday Keynote - Vince Turner (CEUs Pending)	Conference C
10:00 am	Business Session International & RTF Update	Conference C
11:30 am	Adjournment	

NOTE: Room locations and scheduled times may change.

Memo To Approving Manager

This event is a smart investment for your administrative professional and your organization. Your assistant will have the opportunity to attend two information-packed educational seminars, meet with various vendors and services, and network with other administrative professionals and leaders from throughout the state. Studies have shown that attending meetings such as this allows employees to learn new skills and make new contacts, which allows them to return to work refreshed and re-energized with a renewed commitment to their position and the organization.

Event Registration Deadline: April 30, 2012

Save \$25! Early Bird Event Registration Deadline: April 6, 2012

Hotel Registration Deadline: April 15, 2012