

A monthly publication prepared and distributed by the Washington-Alaska Division IAAP.
To provide information to all Division members of recent Division actions, activities, dates and deadlines of upcoming events.

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> Division News
WA-AK Division Annual Meeting May 18-20, 2012 Skagit Valley Casino & Resort

> International News
March 4-7, 2012 Spring Conference Harrah's Las Vegas Las Vegas, NV
July 22-25, 2012 EFAM Gaylord Texan Resort Grapevine, TX
July 28-31, 2013 EFAM Anaheim Convention Center Anaheim, CA
EFAM SCHEDULE CHANGE: District Caucuses will be Saturday Night at EFAM from 4:30-6:00PM and the Delegates Briefing will be at 2:30 on Saturday. Please consider this when making your flight & hotel arrangements.
Save the date: BC/Washington Education Forum September 22, 2012. Location TBD by Fraser Chapter, BC.

>Division News
Serving as a Washington-Alaska Division Officer takes dedication, commitment, leadership, and a great love for IAAP®, but being a Division Officer is also fun. The friendships made will last a lifetime, and the opportunities that result will be immeasurable. For the individual who aspires to a leadership role, serving as a Division Officer is a challenge, and experience that should be embraced with enthusiasm. Nominations forms for both Division and International level have been distributed to Chapter Presidents.
Interested in Serving at the Division Level? Nominations for Division Office are due February 15, 2012 to Ellen Callahan, Nominations Chairperson (ECallahan@seattlehousing.org).
Division Annual Meeting Auction Needs You Please keep the Division Annual Meeting Auction in mind and start planning your baskets now. Contact Margaret Loudon Division Annual Meeting Chair (mal.iaap@clearwire.net) for more information.
Do you have educational events you want to publicize Division wide? Please send copies of flyers or save the date information to Division President Melanie Loughmiller, CAP to get events added to the newsletter and placed on the division website.
Guidelines for the Chapter Webinar Contest: 1. Speaker must be a chapter member. 2. Chapter must post an announcement on the HQ website, and provide a flyer for distribution to the WA-AK Division Chapter Presidents. 3. Topic should qualify for recertification points. 4. Topics not qualifying for points must be of a professional nature. 5. Scheduling should be coordinated with the WA-AK Division President-Elect Salisbury. 6. Webinar can be offered any time between October 1, 2011 and April 27, 2012.

> Dates to Remember	
<u>February 2012</u>	
2/13	Chapter President's Call, Division Board Call
2/15	All Division Bylaws Changes Due to Committee.
2/15	Nominations for Division Office Due to Nominations Chair
2/15	CAP / CAP-OM Exam Application Deadline
2/29	Chapter of Excellence Business Plan Due to Division Treasurer on April 30
<u>March 2012</u>	
3/12	Chapter President's Call, Division Board Call
3/14	Division Webinar: Be the "Pro" in Professional Presented by: Darlene Ducey
3/31	Mt. Rainier Chapter 2012 Seminar-Office Professionals In Action
3/31	Chapter of Excellence Chapter Budget and Annual Financial Review/Audit Due to Division Treasurer
<u>April 2012</u>	
4/9	Chapter President's Call, Division Board Call
4/11	Division Webinar: Find your Career Direction Presented by: Marcia
4/18	Lake Washington East Chapter 2012 Administrative Professional's Day Event Admins the Pulse of the Office Presented by: Patti Dobrowolski
4/22-28	Administrative Professionals Week
4/29	Chapter of Excellence- Business Plan Due to Division Treasurer on April 30
<u>May 2012</u>	
5/5	CAP Exams
5/14	Chapter President's Call, Division Board Call
5/15	All Division Bylaws Changes Due to Committee.
5/18-20	Division Annual Meeting



THANK YOU IAAP for your donations to the Retirement Trust Foundation (RTF) for the past 50 years! Thanks to you, your chapter and division, we have built a healthy treasury. It all began in 1958 when Della Herring had a dream for a retirement center for us and donated the first dollar. Della's dream became our dream and you made it come true with Vista Grande. Now in addition to Vista Grande, we have the HSAN program (Housing Subsidy for Admins in Need). HSAN provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria.

This year, instead of fundraising, we have a different request. Instead of raising money, we are asking you to help us give it away! We need your help to raise awareness of the HSAN program and increase grant applications. Go to www.iaap-rtf.org for more information.

THE RTF STANDS READY TO HELP ADMINIS IN NEED!