



# *70 Magical Remarkable Years of IAAP*



## *59th Annual Kansas Division Annual Meeting*

*Topeka, Kansas  
June 1 - 3, 2012*



**59<sup>th</sup>**  
**Kansas Division Annual Meeting**  
**Capitol Plaza Hotel**  
**Topeka, KS**



## Annual Meeting At A Glance

### SCHEDULE OF EVENTS

#### FRIDAY – JUNE 1

- 11:00 – 5:30 p.m. Registration (*Hotel Lobby*)
- 12:15 p.m. Trips and Tours (*meet in Lobby*)
- 12:30 – 5:00 p.m. Trips and Tours (*Host Chapter Event*)
- 5:30 – 6:30 p.m. First Timers' Orientation
- 7:00 – 9:00 p.m. Opening Event (*Host Chapter Event*)

#### Silent Auction Begins

**\*\*\* Take your *Silent Auction items to Opening Event***

#### SATURDAY – JUNE 2

- 8:00 – 9:00 a.m. Registration
- 8:00 – 8:30 a.m. Delegates' Briefing
- 8:45 – 11:30 a.m. Business Session
- 11:45 – 1:30 p.m. Certification Luncheon
- 1:45 – 3:45 p.m. Workshop
- 6:00 – 6:30 p.m. Networking
- 6:30 – 10:00 p.m. Awards Banquet

**Silent Auction ends at 6:30 p.m.**

- 10:00 – 11:00 pm ***President Reception***

#### SUNDAY – JUNE 3

- 7:30 – 8:30 a.m. Incoming Presidents' Breakfast
- 9:00 – 11:00 a.m. Workshop
- 11:00 – 11:30 a.m. Passing of the Gavel and Wrap-up

### MENUS

#### FRIDAY – JUNE 1

**Opening Event – Magic through 70 Years**

#### SATURDAY – JUNE 2

**Breakfast** – on your own

**The hotel restaurant is located off the lobby**

#### Certification Luncheon

Deli Wraps – Coffee or Iced Tea

#### 70<sup>th</sup> Anniversary Celebration - Cake & Punch

#### Awards Banquet

Herb Roasted Chicken Entree  
 Vegetable  
 Fresh bread and butter  
 Dessert – Coffee or Iced Tea

#### SUNDAY – JUNE 3

8:00 a.m. – 9:00 a.m. Breakfast  
 (Deluxe Continental - Included in registration cost)

### DRESS CODE FOR ANNUAL MEETING

- FRIDAY** Trips and Tours – casual
- Opening Event – casual
- SATURDAY** Business Session – business attire (dress, slacks, suits, dress shirt; no jeans)
- Certification Luncheon – business attire
- Workshop – semi-casual (no shorts/blue jeans)
- Banquet – semi-formal (cocktail, after-five, dressy)
- SUNDAY** Workshop – semi-casual (no shorts or blue jeans)

**NOTE:** Kansas Division is following IAAP's policy of no perfume or other scents at any time during the Annual Meeting. Thank you.

### HOTEL INFORMATION

#### Capitol Plaza Hotel

1717 Southwest Topeka Blvd.  
 Topeka, KS 66612  
 Phone: 785-431-7200 or 800-579-7937  
[www.capitolplazahoteltopeka.com](http://www.capitolplazahoteltopeka.com)

**Identify "IAAP" & code – KAWC**

See instructions on the "additional Info" page 6.

#### Reservations must be made by May 4, 2012

Room rate:  
 \$89.00 + tax \$13.31: total \$102.31

## Trips and Tours

**TIME: 12:15 – 5:00 p.m. (meet in the hotel lobby)**

**COST: \$15.00**

**Kaw Chapter is pleased to offer an exciting Trips and Tours on Friday, June 1!**

We hope you will join us on one of these tours and learn more about our city.

Trips and Tours will meet at 12:15 p.m. in the Hotel Lobby for an exciting tour. Tour will leave at 12:30 p.m.

The travels will begin with the Ritchie House, built in 1856 and considered Topeka's oldest home. It was a station along the Underground Railroad.

Moving on to the Curtis State Office Bldg. and our State Capitol, and a tour of the Kansas Judicial Center, where we will see the magnificent sculpture of Justice in the atrium. Some of the court rooms may not normally be open for a tour because court is in session but if the Supreme Court is not in session, we may be able to visit the court room. You won't want to miss this.

We will drive by the Grace Episcopal Cathedral, an American Gothic design with beautiful stained-glass windows, and Topeka High School, built in 1931 at a cost of over \$1 million dollars. It is one of Topeka's most distinguished landmarks. A Gothic building has a 165-foot-tall bell tower and multiple stained-glass windows.

Our next stop will be the Woodward Inn on Fillmore, this historic inn features Gothic English Tudor style architecture and original floor-to-ceiling glass, chandeliers and imported stone. We will also tour The Max, one of the historic sites of the Woodward.

We couldn't forget the Charles Curtis Home, the official residence of the only Vice President of the United States of Native American descent.

On to downtown Topeka for a downtown merchant tour by Lori to Hazel Hill Chocolate, Marion Lane Candles, Antique, and Unique Shops for your shopping pleasure. Some treats are in store!



---

### Opening Event - Cost \$20

(Silent Auction begins at 7:00 p.m.)

**MAGIC THROUGH 70 YEARS -- 7:00 – 9:00 p.m.**

**Come join us for an evening of fun, food, and magic!**



Curtis Sneden, a local Topeka magician will present his "Astonishing World" magic show. He will truly astound you and make you wonder, how did he do it?! There will be lots of magical surprises throughout the evening. It will be a time where you can sit back, relax, and network. Hors d'oeuvres will be served. You will definitely want to be there to share in the magic and to celebrate IAAP's 70 years!

---

5:30 – 6:30 p.m.

### First Timers' Orientation

This is your opportunity to become familiar with the Annual Meeting program and discover the benefits you will gain from your participation.

## Workshops and Presenters

**SATURDAY – JUNE 2**

**12:30– 1:30 p.m.**

**Dr. Bowen White**



### **“Leaping from Normal to Remarkable”**

Bowen F. White, M.D. combines the talents and expertise of a medical doctor, teacher, executive coach, speaker, consultant, and author. He travels the world conducting seminars, consulting and speaking to public and private organizations.

In 1983, Dr. White founded the Department of Preventive & Stress Medicine for Baptist Medical Center in Kansas City, Missouri and the Department of Wellness and Health Promotion before leaving to pursue a private practice and a career as a consultant and speaker. He has given hundreds of keynote addresses and some highlights of his consulting experience include a six-month team building project at NCAA headquarters, three years as corporate medical consultant to the Hazelden Foundation, multiple presentations for Medtronic, Inc. (including their Medtronic Leader program), is the graduation speaker for MFS leadership training programs, multiple presentations for the Institute for Management Studies and lectures at Stanford University's Graduate School on design thinking, creativity and innovation.

In addition to appearing on the front page of the Wall St. Journal and on national television programs such as CBS This Morning, Desmond Morris' The Human Animal and the PBS series The Promise of Play, Dr. White is often interviewed by radio, newspaper and magazine journalists. He has eight years of experience as a weekly TV health commentator for Kansas City's CBS-TV affiliate and also had a three-year stint writing a weekly newspaper column, entitled “Patient Potential,” for the Kansas City Business Journal.

**1 Certification Point**

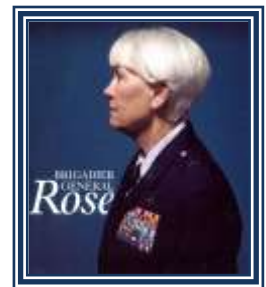
**SATURDAY – JUNE 2**

**1:45 - 3:45 p.m.**

**Brigadier General Deborah Rose – Kansas Air national Guard Retired**

### **“How to Influence Others to Obtain the Best Results”**

How do you choose to influence others? You will learn about four types of power, and the results of each type of power. This presentation is designed to provide you with the tools to become more effective in utilizing principle centered power, the most successful way to influence at work, at home, and in the community. The information for this presentation is from *The Power Principle: Influence with Honor*, by Blaine Lee, Covey Leadership Center.



An Overbrook, Kansas native, Brigadier General Deborah Rose at the age of 27, completed her nursing degree at Washburn University. Upon graduation, she worked with patients at the Colmery-O'Neil Veterans Administration Medical Center. Rose joined the Kansas Air National Guard in 1983 and served in a variety of nursing and management capacities until April 2007 when she realized her dream to become the first female brigadier general for Kansas. She stepped in as the Kansas National Guard's Director of the Joint Staff, Joint Forces Headquarters on May 5, 2007.

**2 Certification Points**

**SUNDAY – JUNE 3**

**9:00 - 11:00 a.m.**

***International President Tamra Goodall, CAP-OM***

***“Ethics: The Moral Compass to Professional and Personal Success”***



During this presentation, the attendees will explore and discuss ethics as they apply and relate to business and personal life. The following objectives will be covered:

- Explore ethics in the workplace
- Discuss professional and person ethics – is there a difference
- Discuss and share how to deal with ethical dilemmas
- Participate in a discussion about ethics and responsibility for using social networks

Tamra resides in Hurricane, WV and has been a member of the Charleston Chapter, West Virginia Division, since 1995. In 2008, the Virginia and West Virginia Divisions merged and she is now a member of that newly merged division. Tamra has an Associates Degree in Office Administration from West Virginia State University. She attained her CPS credentials in 1997, her CAP in 2001 and recertified her credentials in 2001, 2006 and 2011. She is employed at the West Virginia Hospital Association, where she is Coordinator of Educational Services and provides administrative support and meeting planning for the Quality Indicator Project. Tamra has over 28 years of administrative experience.

Tamra served on the Charleston Chapter board for four (4) years, serving as its President in 1999-2000; served on the West Division board for 3 years (Distinguished Division President of year), the Southeast District’s Outstanding Division President in New Chapter Development, and received the International President’s Award for the Outstanding Division President in New Chapter Development.

Tamra served as the Southeast District’s representative on the International Bylaws and Standing Rules Committee; elected to the International Board of Directors as International Director, Southeast District and was elected to a second term as Director. Tamra was named Outstanding Director in New Chapter Development. Tamra was elected as International Vice President in 2009-2010 and President-Elect in 2010-2011. Tamra was installed as 2011-2012 International President in Montreal, Quebec, Canada.

Tamra published a 5-page feature article entitled “Gain a Sharper Edge” that appeared in the summer 2002 edition of the *West Virginia Executive Magazine*. She has also been quoted in local newspapers and contributed articles regarding current trends in the administrative field and IAAP. In addition, she promotes IAAP by making appearances on local radio shows, and also appeared on TV in 2003 as a featured guest on *West Virginia State Today*.

Tamra is the Secretary on the Academic Advisory Board for Business Studies at Kanawha Valley Community and Technical College (formerly West Virginia State Community and Technical College) and has been on the board since 1997. Prior to the class being offered online, she coordinated and taught the CPS review course as an adjunct professor at the University.

Tamra is an avid sports fan, especially enjoying, NASCAR, the NCAA men and women’s March tournament, and Monday Night Football. She is a bowler and is proud of her high game of 237. Tamra also enjoys roller coasters, reading, traveling, music, art, and boating.

Tamra has been married to her husband Mark for 26 years and they share their life with their dog, a Boxer named *Drago*.

**2 Certification Points**

## Additional Information

### CERTIFICATION LUNCHEON

The certification luncheon is in honor of our CAP and CAP-OM holders and instructors. All registrants are welcome to attend.

### AWARDS BANQUET

Networking is from 6:00 to 6:30 p.m. followed by dinner. This event celebrates Kansas Division's accomplishments for the 2011-2012 year and includes the installation of the 2012-2013 Kansas Division Board, plus awards and recognition of Kansas Division members and chapters.

### FIRST-TIMERS MENTORING PROGRAM

Mentors help first-timers navigate Annual Meeting and provide the first-timers a relaxed atmosphere to freely ask questions one-on-one with their mentor. Attention Mentors: Please check the mentor line on the registration form if you wish to volunteer for this program

### SILENT AUCTION

This is a Kansas Division fundraiser. Chapter donations will go to the highest bidder at the Saturday evening banquet. Please indicate on the registration form whether your chapter or members will be donating items so we can plan adequate space.

### CHAPTER WAYS AND MEANS

Chapters are welcome to bring fundraisers. Please complete the ways and means line on the registration form so we can plan appropriately.

### SPECIAL NEEDS?

Contact one of the coordinators listed below for any special dietary or other needs you may have.

### HOTEL INFORMATION

**Capitol Plaza Hotel**  
1717 SW Topeka Blvd  
Topeka, Kansas 66612  
Phone: 785-431-7200 or 1-800-579-7937

**Kansas Division is following  
IAAP's policy of no perfume  
or other scents at any time  
during the Annual Meeting.  
Thank You**

### **\*Important information regarding the reservations process:**

To ensure that registrants receive the Kansas Division IAAP rate; Reservations can be made online at [www.capitolplazahoteltopeka.com](http://www.capitolplazahoteltopeka.com). Click on "Reservations" and you will be redirected to reservations page. Select "Groups" to continue booking. The attendee code for the discounted rate is 'IAAP'. Once the code is entered you will be able to select the dates and book your reservation. OR, call the hotel directly at (800) 579-7937 (please mention you are part of Kansas Division IAAP or **group code KAWC**).

### **The room rate will be \$89.00, tax \$13.31 - total \$102.31.**

The host chapter has blocked a set of rooms until **May 4, 2012**. Each chapter or registrant is to make his/her own reservations directly with the hotel.

**Driving Directions to Topeka:** Travel on the Kansas Turnpike to South Topeka Exit #177. Pay the toll and immediately get into the right lane and take exit to Topeka Blvd/75 HWY. Go north on Topeka Blvd. The Capitol Plaza Hotel is on the left side of Topeka Blvd. just past 21<sup>st</sup> Street. Turn left into the Capitol Plaza Hotel/Kansas Expocentre main entrance.

### **Questions:**

Contact Sue Houser, CAP-OM, [sue.houser@spiritaero.com](mailto:sue.houser@spiritaero.com) (316) 526-6220 (work) or **(316) 992-8884** (cell) or Linda Wallace-Wood, Coordinator [linda.j.wallacewood@uscg.mil](mailto:linda.j.wallacewood@uscg.mil) (785) 339-3413 (work) or **(785) 806-2634** (cell)

# 2012 Kansas Division Annual Meeting Registration Form



**JUNE 1-3, 2012**

Topeka, Kansas

Co-Hosts: Kaw Chapter & Kansas Division



**Please complete one form for each registrant.**

IAAP Member Number \_\_\_\_\_ Member-at-Large \_\_\_\_\_ Non-member \_\_\_\_\_

Name \_\_\_\_\_ Nickname (for badge) \_\_\_\_\_

Spouse /  Guest Name \_\_\_\_\_ Nickname \_\_\_\_\_

Chapter and location \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City Zip

Employer \_\_\_\_\_ Daytime phone number ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

**Check all that apply:**

- First-time attendee Yes \_\_\_ No \_\_\_
- Attending First Timers' Orientation Friday Yes \_\_\_ No \_\_\_
- Incoming chapter president Yes \_\_\_ No \_\_\_
- I am willing to mentor a first-timer Yes \_\_\_ No \_\_\_
- Special needs (dietary, etc.) \_\_\_\_\_

- Chapter Delegate
- Chapter Alternate
- CAP Holder
- CAP-OM Holder
- Division Officer
- Past Division Officer
- International Officer
- International Committee Member

**ATTENTION CHAPTER PRESIDENTS:**

- *Bringing a Silent Auction item* Yes \_\_\_ No \_\_\_
- *Need chapter ways and means accommodation* Yes \_\_\_ No \_\_\_

**1. Full Annual Meeting Registration:** Includes business session, Certification Luncheon, Awards Banquet, workshops

	Early Date by May 5	Regular Date by May 25	\$ Amounts
Member	<input type="checkbox"/> \$ 90	<input type="checkbox"/> \$ 95	_____
Non-member	<input type="checkbox"/> \$ 100	<input type="checkbox"/> \$105	_____
Student	<input type="checkbox"/> \$ 40	<input type="checkbox"/> \$ 40	_____

**2. Additional Friday Events:** Costs **NOT** included in "Full Registration"

Trips and Tours \$15 each x \_\_\_\_\_ number of guests \_\_\_\_\_  
 Opening Event \$20 each x \_\_\_\_\_ number of guests \_\_\_\_\_

**3. Options for Guest/Single Event Registrants:** These items are already included in "Full Registration"

Certification Luncheon \$20 each x \_\_\_\_\_ number of guests \_\_\_\_\_  
 Saturday Workshop \$25 each x \_\_\_\_\_ number of guests \_\_\_\_\_  
 Awards Banquet \$30 each x \_\_\_\_\_ number of guests \_\_\_\_\_  
 Sunday Workshop \$25 each x \_\_\_\_\_ number of guests \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

**Registration:** **EARLY Deadline: May 5, 2012** Regular Deadline: May 25, 2012  
*Make Checks payable to:* KS Division IAAP. NO credit card registrations – NO refunds or credit: Substitutions allowed  
 Mail registration form and check to: Ruth Smith, CAP-OM, 7903 E. Gilbert, Wichita, KS 672007 or email: [ruth.smith@spiraero.com](mailto:ruth.smith@spiraero.com)