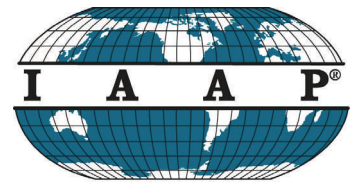


ANNUAL EDUCATIONAL FORUM AND 60TH CALIFORNIA DIVISION MEETING



International Association of
Administrative Professionals®
California Division, Inc.

REGISTRATION BROCHURE

June 8 - 10, 2012 // San Mateo, California





MESSAGE FROM THE CALIFORNIA DIVISION BOARD PRESIDENT

An Invitation to Making the Leap to Remarkable...Step Up, Think Big & Lead the Way!

It is with genuine pleasure that I cordially invite you to attend the Annual Educational Forum (AEF) and 60th Annual California Division Meeting (CDM). This year California Division will celebrate its 60th birthday in style at the San Mateo Marriott from June 8-10, 2012. Our theme this year is "Making the Leap to Remarkable: Step Up, Think Big and Lead the Way."

STEP UP on Friday! AEF will help you "step up" your career with speakers designed to educate, motivate and make you contemplate your career. We will honor our fellow admins who passed the CAP or CAP-OM exams and recertified during 2011. Friday evening will open the Division Meeting with the Exhibitors Expo and Dinner Buffet. Here you will see the latest office products on the market, have dinner with the exhibitors and have the opportunity to network with colleagues, renew friendships and make new ones. But Friday is not only a day of education! Fun and games are scheduled for Friday evening as we throw a 60th birthday bash you won't soon forget.

THINK BIG on Saturday! We begin the day conducting the business of the Division, and presenting well-deserved awards to chapters and members. You'll be inspired by a keynote speaker who will remind you that, "*what you think and focus on, you get*" and hear the encouraging International Report presented by International Secretary Antoinette Smith, CAP-OM. The evening will bring the highly anticipated installation of the 2012-2013 officers and banquet gala.

LEAD THE WAY on Sunday! The weekend will end Sunday morning with a team-building event called "*Bears That Care.*" What could be more rewarding than providing comfort to needy children? We will build stuffed animals and when completed they will be presented to local organizations such as shelters, police, fire, hospitals, and more. You won't want to miss this inspirational community service project.

We will all be Making the Leap to Remarkable by attending the 2012 AEF/CDM. This brochure includes all of the information you need to register. I guarantee this weekend will be fun-filled, educational and time well spent.

See you all on June 8th in San Mateo.

Debra Burruss, CAP-OM
President

2011-2012 BOARD OF DIRECTORS

PRESIDENT

Debra L. Burruss, CAP-OM
Sacramento, CA
president@iaap-ca.org

PRESIDENT-ELECT

Murphy Jones, CAP/OM
Fresno, CA
president_elect@iaap-ca.org

VICE PRESIDENT

Barbara L. Rambow, CAP-OM
Tracy, CA
vice_president@iaap-ca.org

RECORDING SECRETARY

Ida Martinez, CAP
Rancho Cucamonga, CA
secretary@iaap-ca.org

TREASURER

Cherylinn Nicklas
Duarte, CA
treasurer@iaap-ca.org



2012 ANNUAL EDUCATIONAL FORUM & 60TH CALIFORNIA DIVISION MEETING

FRIDAY THRU SUNDAY, JUNE 8-10, 2012

REGISTRATION INFORMATION

Online: Go to <http://www.iaap-ca.org>. Visa or MasterCard accepted.

Checks: Make payable to : CA Division, Inc., IAAP
and mail to
Cherylinn Nicklas, PO Box 1896, Duarte CA 91009

AEF/CDM COMPLETE PACKAGE - Friday/Saturday/Sunday

MEMBER

Postmarked by March 31, 2012 - \$380

Postmarked by April 30, 2012 - \$430

Postmarked after April 30, 2012 - \$500

Package includes: All events

NON-MEMBER

Postmarked by March 31, 2012 - \$430

Postmarked by April 30, 2012 - \$480

Postmarked after April 30, 2012 - \$550

ANNUAL EDUCATIONAL FORUM (AEF) - Friday

MEMBER

Postmarked by March 31, 2012 - \$195

Postmarked by April 30, 2012 - \$225

Postmarked after April 30, 2012 - \$255

Package includes: Morning Keynote Speaker, Morning and Afternoon Workshops, Certification Luncheon, and Exhibitor Expo

NON-MEMBER

Postmarked by March 31, 2012 - \$205

Postmarked by April 30, 2012 - \$235

Postmarked after April 30, 2012 - \$265

60TH CALIFORNIA DIVISION MEETING (CDM) - Saturday/Sunday

MEMBER

Postmarked by March 31, 2012 - \$205

Postmarked by April 30, 2012 - \$235

Postmarked after April 30, 2012 - \$265

Package includes: Friday Exhibitor Expo & Dinner, Saturday & Sunday Division Meeting, Networking Luncheon, Afternoon Speaker, Installation Banquet and Sunday Professional Development & Networking Forum

NON-MEMBER

Postmarked by March 31, 2012 - \$245

Postmarked by April 30, 2012 - \$275

Postmarked after April 30, 2012 - \$305

AIRLINE INFORMATION: Fly into San Francisco Airport

HOTEL INFORMATION: Marriott San Mateo
1770 S. Amphlett Blvd
San Mateo, CA 94402

RESERVATIONS: Toll-Free 1-888-236-2427 | Hotel Direct 1-650-653-6000 | www.sanmateomarriott.com
Group rate code "IAAP CA Division"

ROOM RATE: \$99 (per night single or double occupancy + Room tax)
Reserve by May 31st for discounted rate.

TRANSPORTATION: Complimentary Hotel Shuttle provided from the San Francisco Airport
Super Shuttle (800) 258-3826 | Typical Charge \$49.00

PARKING: Complimentary Self Parking for all attendees | Valet Parking \$18/day

DRESS CODE: Day Friday/Saturday/Sunday Business
Evening Friday Casual
Evening Saturday Banquet Semi-Formal

ACTIVITIES: Friday evening following Exhibitor Expo - Bunko (separate registration fee)
Check out the following website to create your own mini vacation: www.smccvb.com

ANNUAL EDUCATIONAL FORUM SCHEDULE

THURSDAY, JUNE 7, 2012

4:00 - 7:00 pm Registration & Hospitality Hours

FRIDAY, JUNE 8, 2012

7:00 am Registration and Hospitality

8:00 am Welcome and Introductions

8:15 am Keynote: Clara Chorley "Get R.E.A.L"

10:00 am Workshop: Sydni Craig-Hart "Best Practices for Administrative Professionals"

11:30 am Certification Recognition

12:15 pm Certification Luncheon

1:30pm Workshop: Don McMillan "Life After Death By PowerPoint"

3:00 pm Closing Remarks

4:00 pm Start of California Division Meeting (CDM)
Exhibitor Expo

6:00 pm Dinner Buffet & Door Prizes (must be present to win)

7:30 pm Bunko (separate registration fee required)

HIGHLIGHTS

CERTIFICATION LUNCHEON

This event recognizes those who received the Certified Administrative Professional® (CAP) rating, the Organizational Management (OM) Specialty during November and May 2011, or recertified during 2011. Having the CAP or CAP-OM rating is not a requirement to attend this luncheon. Please join us in acknowledging the achievement of our recipients.

EXHIBITOR EXPO AND WELCOME BUFFET

If you're looking for the latest technology or ways to improve your professional and personal life, then look no further. The Exhibitor Expo is just what you've been looking for! After an educational day of workshops, stop by the Exhibitor Expo where you'll find all these things and more.

BUNKO

Never played Bunko? Bunko is a social dice game involving 100% luck and no skill (there are no decisions to be made), scoring and a simple set of rules. The object of the game is to accumulate points and to roll certain combinations. Prizes will be awarded for the highest score, the lowest score, and the most bunkos. Bunko registration is separate from AEF/CDM registration. The Bunko event will begin at 7:30pm and everyone is invited to attend. We will also be celebrating our 60th Birthday as a Division.

ANNUAL EDUCATIONAL FORUM KEYNOTE SPEAKER



CLARA CHORLEY

Business Coach & Consultant
"Get R.E.A.L."

Clara Chorley is a humanitarian with a passion, a professional motivational speaker with a mission and an international business coach and entrepreneur. She is the Founder of Clarity Unlimited, and grew this business to over 6-figures in less than 14 months during the height of the recent recession. Clara has traveled and worked across 3 continents and 37 countries, and is committed to helping people dramatically improve their

communication in business and life – moving them towards professional and personal life satisfaction and getting REAL.

What does Getting R.E.A.L. mean? Clara believes that people need to go deep within their own personal selves and remember who they are and what they're capable of; be willing to let go of rules and "shoulds" that they're living by; and trust and act on the intuitive voice inside them. It is when we become 'real' that we can step up to affect personal, social and global change for the good – with friends, family, co-workers, the people we interact with on a day-to-day/week-to-week basis, and even people we may never meet. Clara is committed and dedicated to helping people develop this within themselves and her body of work was developed out of coaching and consulting experiences with diverse populations and organizations around the world.

ANNUAL EDUCATIONAL FORUM WORKSHOPS



SYDNI CRAIG-HART

Business Mentor & Coach
"Best Practices for Administrative Professionals"

Sydni Craig-Hart is a results-focused business and marketing coach who teaches professional women how to create more success in their career. Prior to her starting her own business six years ago, she was a career Executive Assistant for 10+ years at some of the world's most prestigious financial institutions. She is well known for getting to the root of a problem and creating simple solutions, as well as for empowering women to take control of their careers and enjoy the lifestyle they choose. She is the co-founder of two

successful companies, Smart Simple Marketing, where she teaches health and beauty business owners to triple their profits, and Executive Assistant to Virtual Assistant! where she offers how to solutions for Administrative Professionals. You can learn more about Sydni at www.SmartSimpleMarketing.com and www.EAtoVA.com.

Sydni enjoys traveling, cooking, reading, wine-tasting, and anything spa related. A native of the San Francisco Bay Area, she currently lives in Emeryville, CA with her amazing husband and business partner, Wil Hart.



DON MCMILLAN

Corporate Comedian
"Life After Death By PowerPoint"

There are over 80 million PowerPoint presentations given per day in the corporate world – most of them painful. Don McMillan uses his unique hybrid background of Engineering & Comedy to illustrate how to give more effective PowerPoint presentations by hilariously pointing out what NOT to do.

Don McMillan worked for 15 years as an engineer at AT&T Bell Labs, IBM, and VLSI Technology. In 1993, he was the Comedy Grand Champion on "Star Search". He's appeared on "The Tonight Show", HBO, and Comedy Central. In the last 10 years, Don has written and performed more than 500 corporate comedy shows and was named the #1 Corporate Comedian by CBS BNET.

CALIFORNIA DIVISION MEETING SCHEDULE

SATURDAY, JUNE 9, 2012

8:00 am	Division Members-at-Large Meeting
8:15 am	Parliamentary Briefing (mandatory for delegates and alternates)
9:00 am	Opening Ceremonies and Division Meeting Business Session
11:15 am	Keynote: Mary Ursettie "The Universal Law of Attraction"
12:30 pm	Networking Luncheon and Community Service Awards
2:15 pm	Division Meeting Business Session and "The State of the Association"
6:00 pm	Pre-Banquet Reception - Meet & Greet the 2012-2013 Board & Photo Opportunity
7:00 pm	Installation Banquet

SUNDAY, JUNE 10, 2012

8:30 am	Buffet Breakfast
9:30 am	Professional Development & Networking Forum TeamBuilding Unlimited "Bears that Care"
12:00 pm	Close

HIGHLIGHTS

NETWORKING LUNCHEON

Share your ideas, your successes and goals for yourself and your chapter while meeting new colleagues from throughout the state. Community Service Awards are presented to chapter that have exhibited exemplary service to their communities during the year.

INSTALLATION BANQUET

This event is the culmination of a dynamic year. Celebrate our successes and recognize the members and chapters who have created an awesome future by achieving their goals. Recap the year with Debra Burruss, CAP-OM 2011-2012 Division President and celebrate the coming year with Murphy Jones, CAP-OM, 2012-2013 Division President, and the newly installed Board of Directors.

PROFESSIONAL DEVELOPMENT & NETWORKING FORUM

Experience a teambuilding event that also serves as a Community Service project for the Division. We will be making "Bears that Care" for shelters, fire departments, and police departments to distribute to children.

CALIFORNIA DIVISION MEETING KEYNOTE SPEAKERS

SATURDAY, JUNE 9, 2012



MARY URSETTIE

"The Universal Law of Attraction"

In this lively, interactive session, Mary Ursettie will share stories and real-life examples about the universal Law of Attraction, e.g., "What you think and focus on, you get," and how it works. She'll explain some of the misconceptions about it and show you how to use it in your daily life. You'll learn some simple processes for changing your negative thoughts into positive ones and attracting more of what you want. Come prepared for fun and leave with a new perspective on how powerful you really are!

Mary Ursettie is a successful life coach, teacher and astrologer, and an enthusiastic believer in the power of positive thinking and inner guidance. She combines her business background and experience in applying metaphysical principles to show individuals and business professionals how to create the life they want. In addition to her many years of teaching, coaching and counseling, she has over 20 years of experience working at IBM and other corporations. She has an M.B.A in Organizational Behavior and a B.A. in Economics and lives in the San Francisco Bay Area.

SUNDAY, JUNE 10, 2012



TEAMBUILDING UNLIMITED

"Bears That Care"

What could be more rewarding for your chapter than providing comfort to needy children? TeamBuilding Unlimited will lead us in a "Bears That Care" Teddy Bear team-building event. Once the teddy bears are completed, they are presented to local organizations: Shelters, Police, Fire, Disaster, Hospitals and more.

Bears that Care! This is a great way to bring your team together while each team will compete in a series of children's games and challenges to earn team points toward the "purchase" of parts and accessories needed to assemble Bears That Care. The competition continues as each person builds Teddy Bears (and other animals) and designs special Bear T-shirts that represent their team.

This Charity Challenge is fun and altruistic. It benefits your team and the children who receive the Bears that Care. It's a Win-Win team building event for your Team.

DIVISION COMMUNITY SERVICE



Family Giving Tree

FAMILY GIVING TREE

"Fulfilling Wishes, Changing Lives"

Our Mission

The Family Giving Tree fulfills the exact holiday wish and provides backpacks filled with school supplies to those children in the most need in our communities while inspiring the values of kindness, philanthropy and volunteerism.

Our History

The Family Giving Tree began in 1990 as a San Jose State University MBA class project. Jennifer Cullenbine and Todd Yoshida were asked to "create a program that adds value to someone else's life." They created the Family Giving Tree with the hope of providing holiday gifts to 300 children in East Palo Alto. Encouraged by the success of the first year, Jennifer decided to continue and expand the organization. In the 20th year of the program's existence, the total number of gifts and backpacks donated had grown to over 700,000, making the Family Giving Tree the largest gift and backpack donation program in California.



ANNUAL EDUCATIONAL FORUM & 60TH CALIFORNIA DIVISION MEETING

REGISTRATION

AEF/CDM COMPLETE PACKAGE - Friday/Saturday/Sunday

MEMBER

Postmarked by March 31, 2012 - \$380

Postmarked by April 30, 2012 - \$430

Postmarked after April 30, 2012 - \$500

Package includes: All events

NON-MEMBER

Postmarked by March 31, 2012 - \$430

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Postmarked by April 30, 2012 - \$235

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NON-MEMBER

Postmarked by March 31, 2012 - \$245

Postmarked by April 30, 2012 - \$275

Postmarked after April 30, 2012 - \$305

Please use this form if you will only be attending the Bunko Event.

60th Birthday BUNKO Bash Registration

Friday, June 8, 2012 - 7:30 pm

Birthday Bash Bunko registration is separate from AEF/CDM registration. The Bunko event will begin at 7:30pm and everyone is invited to attend. The theme for the Bunko Event is 60th Birthday Bash! Get ready to celebrate, party, have some fun, make new friends and get excited about CA Division.

I will be attending: Yes No

I will be bringing a guest(s): Yes No

Total Number Attending: _____ @ \$25 = \$ _____

Never played Bunko? Bunko is a social dice game involving 100% luck and no skill (there are no decisions to be made), easy scoring and a simple set of rules. The object of the game is to accumulate points and to roll certain combinations.

Prizes will be awarded for the highest score, the lowest score, and the most bunks.



ANNUAL EDUCATIONAL FORUM & 60TH CALIFORNIA DIVISION MEETING

**FOR YOUR CONVENIENCE, REGISTER ON-LINE AT:
WWW.IAAP-CA.ORG**

Name
Home Address
City/State/Zip
E-mail
Telephone

Badge Name
Company Name
Address
City/State/Zip
Day Telephone

Member Package Total \$ _____

Non-Member Package Total \$ _____

Individual Events and/or Guest Meal Functions

- Certification Luncheon (Fri) No. ____ @ \$45 = \$ _____
- Exhibitor Expo & Buffet (Fri) No. ____ @ \$55 = \$ _____
- Networking Luncheon (Sat) No. ____ @ \$45 = \$ _____
- Installation Banquet (Sat) No. ____ @ \$60 = \$ _____
- Breakfast & Keynote (Sun) No. ____ @ \$35 = \$ _____
- Bunko (Fri) No. ____ @ \$25 = \$ _____

Please select choice of entrée for Installation Banquet

- Grilled Salmon Filet
- Herb Rubbed Pork Loin
- Sautéed Breast of Chicken
- Vegetarian

Meal Restrictions: _____

TOTAL REMITTANCE \$ _____

PAYMENT METHOD

Make Checks Payable to: CA Div., Inc.-IAAP (tax ID # 95-6097383)

Mail Payment and Form to: Cherylinn Nicklas
P.O. Box 1896
Duarte, CA 91009

To pay with a credit card, you must register online at www.iaap-ca.org (do not mail this form if registering online)

Cancellations/Refunds: to cancel a reservation and request a refund prior to May 12, 2012, contact Cherylinn Nicklas at 323-470-3436 or by emailing treasurer@iaap-ca.org. A cancellation fee of \$50 will apply. Refund via check - allow 2 weeks for refund.

Questions? Please contact Cherylinn Nicklas at 323-470-3436 or treasurer@iaap-ca.org

First Time Attendee: Yes No

Delegate: Yes No

Alternate: Yes No

IAAP Membership and Certification Information
Check all that apply

- IAAP Number: _____
- Chapter Name: _____
- CAP Year Certified: _____ (Previously CPS)
- OM Year Certified: _____ (Previously CAP)
- California Division
- Division Member-at-Large
- International Member-at-Large
- Past or Current Division Officer
- Past or Current International Officer



Credentials / Proxy Form

2012 California Division Annual Meeting (CDM)

Please complete one form for a delegate and one form for an alternate OR complete this form to assign one proxy holder per chapter. If your chapter has a delegate, a proxy assignment will not be valid.

To receive credentials, a member must submit this form with registration OR already be registered to attend CDM 2012 when this form is received. Credentials are not valid without complete CDM 2012 registration and payment.

Deadline: Completed and signed form must be received by the CA Division Secretary by 11:59 pm on May 25, 2012.

Today's Date: _____

The following IAAP Member

Member Name (printed) _____ ID Number _____
Delegate/Alternate/Proxy Carrier

is appointed to hold the following position (check one)

- Chapter Delegate* Chapter Alternate*
 Proxy ** (*used in absence of delegate*)

* Delegates and alternates must be current members of the chapter they are representing per CA Division Bylaws: Article V Meetings, Section 1, paragraph d (*N/A for proxy holders*)

** Proxy holders must already be a credentialed delegate of a different chapter

for the following Chapter

Chapter Name _____ Chapter Number _____

as approved by the current chapter president and treasurer

Chapter President _____
Printed *ID Number* *Signed*

Chapter Treasurer _____
Printed *ID Number* *Signed*

at the 2012 California Division Annual Meeting in San Mateo, California.

Return to:
CA Division Inc, IAAP – Secretary
11691 Mt. Baker Court
Rancho Cucamonga, CA 91737

Email: idam@cvwdwater.com



Credentials / Proxy Information

2012 California Division Annual Meeting (CDM)

Chapter Name defined: name of chapter being represented of the International Association of Administrative Professionals (IAAP)

Chapter Number defined: six digit number of chapter as assigned by IAAP

Delegate defined: The delegate is fully authorized to cast votes on behalf of the chapter on all matters at California Division's annual meeting. A delegate must be a member of the chapter they represent and in good financial standing with IAAP. It is recommended that delegates be current officers or immediate past officers.

Alternate defined: If the delegate is unable to attend or remain at the annual meeting, the properly credentialed alternate may be upgraded to delegate status. An alternate must be a member of the chapter they represent and in good financial standing with IAAP. It is recommended that alternates be current officers or immediate past officers.

Proxy defined: If a chapter does not have an credentialed delegate, voting power may be exercised by proxy at the annual meeting. A proxy holder must already be an credentialed delegate of a different chapter. Proxy voting is limited to the election of Division officers.

The voting membership of the California Division, Inc – IAAP at the Annual Meeting includes:

- A. Division Officers
- B. Chapters – one delegate and one alternate, or a proxy holder, per chapter
- C. Member-at-Large – one delegate and one alternate, or a proxy holder, per member-at-large

Changes to appointed delegate, alternate, or proxy holder

- Should changes be required to original credential assignments, contact CA Division Secretary, Ida Martinez, CAP by May 25, 2012
- If after May 25, 2012 a credentialed delegate learns he/she is unable to attend the annual meeting the alternate, if already properly credentialed, may assume the role of delegate. Contact Ida Martinez, CAP with the change of delegate and the new delegate will be able to pick up proper credentials at the Registration Desk.

Credential Qualification Notes

- Candidates for Division office may serve as credentialed attendees.
- Authorized delegates and alternates may not serve as a CDM volunteer in the following areas: Credentials Committee, Elections Committee, Tellers Committee, or Pages.

Timeline

- All credentials will be acknowledged by CA Division Secretary within two weeks of being received.
 - Proxy carriers will receive a Proxy Receipt at the time of registration
 - Presidents of chapter authorizing proxy will be notified via email of proxy authorization within one week of being received by CA Division Secretary.
- May 25, 2012 – Registration for credentialed members and credentials forms must be received by CA Division Secretary no later than, May 25, 2012.