

Please join the Saint Paul Chapter and IAAP as we **CELEBRATE 70!**



Radisson Hotel
2540 North Cleveland Ave
Roseville, MN 55113



2012 Minnesota – North Dakota – South Dakota

Division Annual Meeting

May 18 – 20, 2012

Schedule of Events

Friday, May 18, 2012

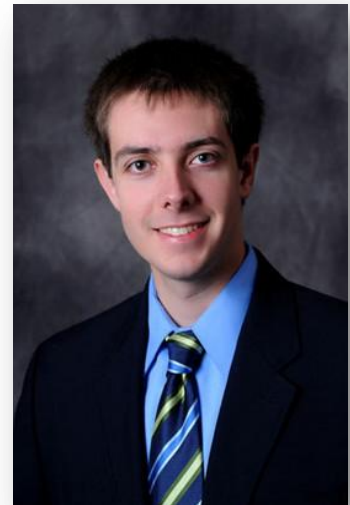
- 10:00 – 11:00 Vendor Show set up
- 11:00 – 1:00 Registration
- 11:00 – 1:00 Fundraising and Vendor Show
Lunch on your own
- 1:00 – 1:30 Welcome and Icebreaker
- 1:30 – 4:30 Speaker: Tyler Olson – *Social Media & LinkedIn*

Facebook, LinkedIn, Twitter and Social Media – you've been reading about them, you've been hearing about them everywhere, and everyone seems to be trying them out. You may have even been to a seminar to learn about them. SOCIAL MEDIA for your business? What you've learned so far seems pretty basic, and you are not sure if you could be doing more. You just want to figure out whether these services can help take your business to a new level.

Stop trying to "figure it out" on your own. Tyler Olson has the answers.

You are strongly encouraged to bring your laptop, iPad, or other electronic device to follow along with his presentation.

(3 Certification points will be applied for)



Tyler Olson leads an adventurous lifestyle and is determined to win the game of entrepreneurship. He began numerous businesses in his youth, won his first six figure web project at 21, and sold his first business at 23. His newest venture, SMCpros, aims to help businesses utilize innovative web technologies to track results in their social media campaigns. With a passion for helping people achieve more through web technologies, Tyler brings to the table a unique combination of entrepreneurial, educational, and political experiences relating to social media. If you are looking to maximize your Social Media impact, there are few with the level of experience and credibility as Tyler Olson to help you get it right the first time.

- 4:30 – 5:30 Fundraising and Vendor Show continues
- 4:45 – 5:15 First Time Attendee Orientation
- Dinner on your own – Please see the hospitality table for information on local restaurants, shopping, and transportation

7:00 – 10:00

Photo Booth Creations (for this evening only) will be providing us with 3 hours of fun. Grab your group and smile for the camera! Bring your own props, or use the props provided. Everyone walks away with copies of their pictures *plus* the online gallery will keep a spare copy for all of us to enjoy!

Lifeline Chiropractic will join us for the evening doing free Chair Massages – who couldn't use a massage?!

All this in addition to the Late Happy Hour for us at Axel's including drink specials and ½ Price Appetizers.

The Saint Paul Chapter invites you to participate in a service project. We will be collecting food donations all weekend for Second Harvest Heartland. We've enjoyed 70 Years as an organization and as a chapter. Our goal is to fill a box for every decade! Please help us out as we work toward that goal throughout the weekend.

Special boxes will be placed in the meeting rooms and by the registration and hospitality tables for your convenience. If you would rather make a financial donation, please contact one of the Saint Paul Chapter Committee Members.

Thank you in advance for your generous donations and support of this project.



**second harvest
HEARTLAND**

WHO WE ARE
Second Harvest Heartland is the Upper Midwest's largest hunger relief organization. Our goal is not only to help our hungry neighbors today, but to provide the means for everyone to be fed tomorrow. Last year, we collected, warehoused and distributed more than 70 million pounds of food—but we're also constantly pioneering ways to reduce waste and better use the abundant resources available in this land of plenty.

WHAT WE DO
We distribute great amounts of food throughout Minnesota and western Wisconsin. But simply distributing food is no longer enough. To truly reinvent hunger relief, we develop programs and services that get to the root of the hunger problem in our community. Second Harvest Heartland programs do more. Every program we develop places people in a position to help others, eliminate waste, disseminate information or discover even more sources of fresh, nutritious food.

WHO WE HELP
Hunger in our region has doubled over the past five years, and today one in ten Minnesotans has to choose between food and something else that they need almost as much: rent that keeps a roof over their heads as the weather grows colder, gas for the car that gets them to the job that lets them feed their families or medications they need to manage chronic illness. Our neighbors in need shouldn't have to choose.

YOU CAN HELP
By supporting Second Harvest Heartland, you help us provide food for all of our neighbors when they need it most. For each \$50 donated, Second Harvest Heartland can provide more than 180 meals to hungry families, children and seniors in Minnesota and western Wisconsin. For information on how you can transform hunger into hope, visit 2harvest.org.



Saturday, May 19, 2012

6:30 – 8:00 Breakfast
7:00 – 8:00 Registration
7:30 – 7:45 Delegates and Alternates Briefing
8:00 – 11:00 Annual Business Meeting
11:30 – 2:00 Certification Luncheon

(Soup, Salad and Sandwich buffet)

Recognition of Newly Certified and Recertified Attendees

There will be a presentation by local Executives and Administrative Assistants around the topic of Value of Certification and Education for the Changing Roles of Administrative Professionals.

Facilitator: Jaclyn Schroeder,
Past President of the Saint Paul League of Women Voters

Presenters: TBD

(1.5 Certification point will be applied for)

2:15 – 4:00 Annual Business Meeting reconvenes

4:00 – 5:00 Fundraising tables open

4:15 – 5:15 Leadership Training *(optional)*

6:30 – 7:00 Networking/Social

7:00 – 8:30 Banquet

- **Axel's Walleye Almondine**
Walleye filet broiled in white wine and butter topped with almonds served with Minnesota wild rice.
- **Minnesota Stuffed Chicken**
Chicken breast filled with a wild rice and sausage stuffing on a morel mushroom sauce served with gratian potatoes.
- **Sirloin Steak**
8 oz. sirloin steak in a demi glace served with garlic mashed potatoes.
- **Vegetable Ravioli**
Cheese filled vegetable ravioli tossed with mushrooms and fresh vegetables in marinara sauce.

Awards Ceremony

Installation of 2012-13 MN-ND-SD Division Officers – ceremony performed by 2011-2012 IAAP President, Tamra Goodall, CAP-OM

8:30 – 10:30 Take a short lesson in fun dance steps – then enjoy the DJ sounds of *Complete Music*

Sunday, May 20, 2012

- 7:30 – 9:00 Breakfast
- 8:00 – 9:00 Fundraising tables open
- 9:00 – 10:00 2012 Spring Professional Conference
- 10:15 – 11:45 Speaker: 2011-2012 IAAP President, Tamra Goodall, CAP-OM
Getting the Most Out of Your GPS . . . your Greatest Professional Self



In this one hour motivational talk, Tamra will explore the “soft-skills” that make or break the office environment. Through personal stories and real world examples, she will plant the seeds of good morale in the office and how it enhances the value, marketability, and professionalism of the administrative assistant.

(1 certification point will be applied for)

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 and 2006. 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 25 years of administrative experience.

She has served in the Charleston Chapter in many capacities. She has also served at the Division level and on the International level as Vice President and President-Elect. She has won several awards at all levels of service. Tamra has written several articles and appeared on TV promoting IAAP. She is also the Secretary on the Academic Advisory Board for Business Studies at Kanawha Valley Community and Technical College.

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.

She and her husband Mark have been married for 26 years. They share their life with their dog, a Boxer named Drago.

- 11:45 – 12:00 Wrap-up
- 12:00 Adjournment

Thank you so much for attending!

Hotel Reservation Information

- The rate for sleeping rooms is \$99 + tax singles/doubles per night. Call the Roseville Radisson Hotel Reservation at 800-395-7046 and ask for the IAAP rate. Make reservations by April 26, 2012 for the discounted rate. To book online, go to www.radisson.com/iaap.
- Go to <http://www.radisson.com/roseville-hotel-mn-55113/mnroserd> for more information about the Radisson Roseville and surrounding area.

General Information

- Suggested Dress
 - Friday Afternoon – Business Casual Evening – Casual
 - Saturday Daytime – Business Evening – Business/Formal
 - Sunday Business Casual/Casual
- Consider bringing a sweater or light jacket for your comfort; conference rooms are known to be chilly at times.
- Please limit your use of scented products to ensure the comfort of everyone attending (e.g. soaps, bath oils, lotions, hairspray, perfumes, etc).
- Please bring and wear your Chapter name tag. There will be sticker name tags available for guests.
- Conference materials, including agenda, officer and chapter reports, and speaker materials will be available for downloading and printing online. An email notice will be sent when the materials have been posted.
- Preprinted conference materials will be available for a nominal fee. *Please note on your registration if desired.*
- Requests for vegetarian meals or special medical dietary needs will be accommodated. *Please indicate your need on the registration form.*
- IAAP complies with the Americans with Disabilities Act; if special arrangements are necessary for an individual with a disability to attend this program, *please note on your registration form.*

Fundraising tables will be available for chapters for the three days for just \$10.
Please contact Lisa Blascyk lisa.blascyk@am.jll.com by April 27, 2012 to reserve a table.
Please include: your name, contact information,
Chapter/Division/ or Committee represented, and items to be sold.

Full Meeting Registration

Registration due by Monday, April 30, 2012

Full Registration - Member	\$ 150.00	\$
Full Registration - IAAP Student Member	\$ 125.00	\$
Full Registration - Non-Member	\$ 165.00	\$

Saturday Banquet (please choose one)

Sirloin
 Walleye
 Chicken
 Vegetable Ravioli

Includes: Friday Seminar, Saturday Breakfast, Saturday Business Session, Seminar and Luncheon, Saturday Banquet and Entertainment, Sunday Breakfast, Business Session and Seminar

Single Event and Guest Registration

	Member	IAAP Student Member	Non-Member / Guest	Total
Friday Seminar	\$65.00	\$55.00	\$70.00	\$
Saturday Annual Business Meeting and Seminar (includes Luncheon)	\$50.00	\$45.00	\$55.00	\$
Saturday Banquet (please choose one): Sirloin Walleye Chicken Ravioli	\$45.00	\$45.00	\$45.00	\$
Sunday Breakfast, Business Meeting and Seminar	\$40.00	\$35.00	\$45.00	\$
Need printed copy of materials	\$5.00	\$5.00	\$5.00	\$

Total Registration

Cancellation Policy: After April 30, 2012, no refunds will be made Total enclosed \$

Payment and Mailing Instructions

Make checks payable to: MN-ND-SD Division, IAAP

Mail to: Mary Giesen
 Minnesota Philanthropy Partners
 55 East Fifth Street, Suite 600
 Saint Paul, MN 55101

Direct questions to: Barb Szopinski, CAP-OM Kris Brustad, CAP-OM
 email: barbara.szopinski@tkda.com email: kbrustad@healtheast.org
 phone: 651-292-4549 phone: 651-232-1699

Credit Card Payment: <http://2012divannualmeeting.eventbrite.com> (service fees apply)

Registration Information

First Name:	Last Name:	
Address		
City:	State:	Zip:
Home Phone:	Other Phone:	
E-mail for registration confirmation:		
Chapter Name: <input type="checkbox"/> Delegate <input type="checkbox"/> Alternate		
<input type="checkbox"/> IAAP Member <input type="checkbox"/> Member at Large <input type="checkbox"/> IAAP Student Member <input type="checkbox"/> First Time Attendee <input type="checkbox"/> CAP <input type="checkbox"/> CAP-OM <input type="checkbox"/> Other _____ <input type="checkbox"/> Guest		
Special Dietary Needs (specify):		
Other Special Needs (specify):		