



International Association of
Administrative Professionals®
California Division, Inc.

Annual Educational Forum & 56th Annual California Division Meeting

June 20-22, 2008
Sacramento, California



Hosted by the Greater Roseville Chapter

Forward Leading In California!

Message from the California Division President



Welcome,

On behalf of the California Division Board, thank you for joining us at the 2008 Annual Educational Forum & 56th CA Division Annual Meeting where we will celebrate our year of “Forward Moving into Our Futures.” What a great way to “Capitalize on Your Golden Future” and commemorate a year of positive growth in the Division. Your passion and enthusiasm for IAAP have led to increased membership in the Division this year.

The Division Board is pleased to welcome you to the Embassy Suites in Sacramento where we have come together to network, listen, learn and leave with good memories. In addition to being the capital of California, Sacramento is rich in history from the Golden West and Gold Rush days.

Annual Meeting Coordinator Kathleen Smith, Host Chapter Greater Roseville under the leadership of Leslie Shane, the Host Committees, and the Division Board have worked together as a team to produce an educational and entertaining weekend, the details of which are in the Program Brochure. In addition to engaging and accomplished keynote speakers and educational workshops, we come together to network, celebrate those Admins who passed the 2007 CPS/CAP exams, present membership and Community Service awards, and conduct the year-end business of the Division. The weekend will end with a Leadership Workshop, a must attend event for everyone who wants to see their chapter grow and prosper. An added bonus is the awarding of recertification points.

There are opportunities to participate in fun activities like the River Cats baseball game, shop in Old Town, and enjoy some of the sights in Sacramento. You will leave with professional, personal, and technological growth and you accumulate lasting memories, renew acquaintances as well as meet new friends. Be sure to welcome first-timers and new members and show them the friendly CA Division mentoring way.

As I leave office, I can look back on a year with minimal challenges and maximum rewards, constant personal and professional growth, and phenomenal support. I am proud to have served as your 2007-2008 President.

Respectfully yours,


AIVerta Harty CPS/CAP
President

2007-2008 Board of Directors

President

AIVerta Harty CPS/CAP
Richmond, CA
AIVerta.Harty@bayer.com

President-Elect

Candace Medina CPS/CAP
Hayward, CA
candacemedinacpscap@gmail.com

Vice President

Barbara Murphy CPS/CAP
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bmurphycpscap@gmail.com

Recording Secretary

Janet Picarelli
Oxnard, CA
Fromny2ca@yahoo.com

Corresponding Secretary

Bea Endaya
San Diego, CA
beae@hospitalityinc.com

Treasurer

Angie LaCarte
San Marcos, CA
angielacarte@cox.net

Annual Educational Forum Schedule

Thursday, June 19, 2008

3:00 - 7:00 pm Registration & Hospitality Hours

Friday, June 20, 2008

8:00 am Welcome and Introductions, AlVerta Harty CPS/CAP, California Division President, IAAP

8:15 am *It's Just a Dance - Simple Strategies for Achieving Success*, Kathleen "Max" Latham

10:00 am Workshop: *Healthy Conflict: Why Appropriate Conflict is Important*, Chéri Pierre

12:20 pm Certification Luncheon and Keynote: *Communication Bleeps and Blunders in Business*, Todd Hunt

2:45 pm Workshop: *Microsoft Office 2007 in Your Future*, J.J. Antequino, Microsoft Corporation

4:30 pm Start of California Division Meeting (CDM)
Exhibitor Expo, Welcome Reception and Buffet

Highlights

Certification Luncheon & Keynote

This event recognizes those who received the Certified Professional Secretary® (CPS®) rating, the Certified Administrative Professional® (CAP®) rating, or recertified during the year 2007. Having the CPS or CAP rating is not a requirement to attend this luncheon. Please join us in acknowledging the achievement of our recipients.

Exhibitor Expo Gold Rush and Welcome Reception, sponsored by our exhibitors

If you're looking for the latest technology or ways to improve your professional and personal life, then look no further. The Exhibitor Expo Gold Rush is just what you've been looking for! After an educational day of workshops, just mosey on over to the Exhibitor Expo Gold Rush where you'll find all these things and more. Find three "gold star" nuggets while visiting with our vendors to be eligible for a Gold Rush Grand Prize!

Trips & Tours

No prepayment required! Payments will be accepted at Registration upon check-in.

Triple A Baseball Sacramento River Cats v. Fresno Grizzlies
Thursday, June 19, 7:05 pm, Raley Field
Raley Field is within walking distance of the Embassy Suites or you can drive
Cost: \$20, not included in conference rates
Parking not included.

Other Attractions **Old Sacramento** is filled with specialty shops, museums, entertainment, restaurants and attractions (1 blk)
Downtown Plaza Mall has over 100 stores for that "shop-a-holic" in everyone (.2 mi)
Delta King or Spirit of Sacramento sightseeing tours of the Sacramento River (1 blk)
California State Capitol Take a tour of this beautiful historic building (.5 mi)

Local Museums **Crocker Art Museum** - The oldest public art museum west of the Mississippi River (1 blk)
Sutter's Fort and Indian Museum - Once a flourishing agricultural empire, the fort has been restored to its former state and is open daily for tours. The Indian Museum displays exhibits and artifacts illustrating the cultures of the state's first inhabitants (.2 mi)
California State Railroad Museum - Preserves the history and artifacts of railroading (.2 mi)
California Military Museum - Traces Californians' roles in the military throughout U.S. history (.5 mi)

Annual Education Forum Keynote Speakers



Max Latham

It's Just a Dance - Simple Strategies for Achieving Success

What is Success? Your definition is most likely unique to you. Whatever your vision of success, you will need to challenge yourself, challenge complacency and take the journey away from "ordinary" and toward extraordinary. Only those willing to step outside their comfort zone will have the joy of seeing their vision of success come to fruition. Are you ready to move from Ordinary to Extraordinary? Are you willing to do the Dance of Success? Join "Max" as she takes you gently and dynamically through the 7 Turning Points in this most personal of endeavors – your journey to reach your vision.

Max Latham's personal mission is "To be a catalyst for other people's brilliance, to assist others to be all that they can be." After many years of perseverant self-growth work came the clear message that she had finally found her passion and her destiny. Her future was to be about helping others deal with personal challenges. Drawing upon all her experiences, her formal schooling and her learned job-related skills, Max knows with certainty that her work is about helping others face their challenges and find their own brilliance.



Todd Hunt

Communication Bleeps & Blunders in Business

The biggest challenge in business today is communication. You said one thing; your boss or coworker heard another. Neither was wrong, but now the customer is confused and you have to fix it! Todd Hunt's real-life stories will keep you laughing. . . and reveal how we can improve our communication with customers and colleagues to become more successful.

In this fun and entertaining session, learn how to fix communication bleeps and blunders that pervade the administrative professional's world, get what you want without being a pain and discover the 8 problem words that could cost you a promotion.

Todd Hunt is a Recovering Anal Retentive Professional (RARP), who finally learned to lighten up! Now he speaks to organizations that want to add fun to their meetings and send members back to work smiling, with tips to improve communication and success. Prior to his speaking business, Todd owned a marketing company and worked for Ogilvy & Mather, one of the world's largest advertising agencies.

Annual Educational Forum Workshops

Healthy Conflict: Why Appropriate Conflict is Important presented by Chéri Piérre

Whenever two or more people come together, there are bound to be disagreements. This workshop will teach you how to identify and manage the six common conflict resolution styles that create healthy conflict and bring together differences to provide growth and innovation, new ways of thinking, and additional solutions to a problem.

Chéri R. Piérre is President of Piérre and Associates, a consulting firm that builds sustainability in small businesses, nonprofits, and start-ups. She has consulted for numerous firms including The World Bank and Cardone Enterprises, the internationally-renowned sales and motivational speaking firm that coined the term "information-based selling," an aggressive, non-confrontational selling approach.

Microsoft Office 2007 in Your Future presented by J.J. Antequin

Learn why Microsoft Office 2007 is the best thing for your future.

J.J. spent the majority of his career specializing in Active Directory deployments as a Support Engineer with the Product Support Services organization. In February, 2005, he joined the TS2 team as a Partner Technology Specialist presenting seminars geared toward small to medium sized businesses. These seminars deliver cutting edge information on how to compete in the global marketplace and feature the latest Microsoft applications for improving information management in business.

California Division Meeting Schedule

Saturday June 21, 2008

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| 7:30 am | Division Members-at-Large Meeting |
| 8:00 am | Parliamentary Briefing |
| 8:30 am | Opening Ceremonies and <i>Achieve Your Highest Potential in Wellness and Fitness</i> , Lorri Ann Code-Myers, Certified Life and Career Coach, Certified Fitness Trainer and Pilates Instructor |
| 10:30 am | Division Meeting Business Section |
| 12:15 pm | Networking Luncheon and Keynote: <i>Prospecting for Your Golden Future</i> , Elnor Hickman, CPS/RP, Past International President, IAAP |
| 2:15 pm | Division Meeting Business Session, Election of Officers and The State of the Association, Karlana Rannals CAP, Southwest District Director, IAAP |
| 6:00 pm | Pre-Banquet Reception |
| 7:00 pm | Installation and Awards Banquet |

Sunday June 22, 2008

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| 8:00 am | <i>It's GOLDEN</i> , Rebecca Pace |
| 10:00 am | Leadership Workshop with your IAAP California Division Board of Directors |

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 chapters that have exhibited exemplary service to their communities during the year. Past International President Elnor Hickman, CPS/RP will present a keynote on the Golden Opportunities and benefits of IAAP in your future.

Installation & Awards 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. Discover who will receive the President's Awards and recap the year with AlVerta Harty, CPS/CAP, 2007-2008 Division President. Begin the coming year with Candace Medina, CPS/CAP, 2008-2009 Division President and celebrate with the newly installed Board of Directors.

California Division Meeting Keynote Speakers

Saturday June 21, 2008



Lorri Ann Code-Myers ***Achieve Your Highest Potential in Wellness and Fitness***

“Whatever you can do or dream you can, begin it. Boldness has genius, power and magic in it. Begin it now.” Lorri Ann Code-Myers will share her secrets to health and happiness. She will help us determine what values are important to each of us by creating goals and mission statements. You won’t want to miss hearing this dynamic woman speak. Motivation is contagious!

Lorri Ann Code-Myers is a certified life and career coach, a certified fitness trainer and Pilates instructor, and a nutritional counselor who specializes in helping mothers achieve their highest potential in wellness and fitness through her personalized training, nutritional counseling, and life coaching services. She has been in the health and fitness industry since she was 17 years old and has come to realize the importance of approaching health and fitness by addressing the mind and spirit as well as the body.



Elnor Hickman, CPS/RP ***Prospecting for Your Golden Future***

Utilizing the three principles of the Iron Man Triathlon, Past International President Elnor Hickman will interactively present her formula for repositioning yourself to make your future golden.

Elnor Greenfield Hickman, has been a member of NSAI/PS/IAAP since 1978, and served on the Board of Directors of Chicago Lake Shore Chapter and the Illinois Division before being elected to the International Board of Directors in 1988. She went on to serve as International President in 1994-1995. Elnor has made presentations to administrative professionals across the United States, as well as in Toronto, Canada; Hamilton, Bermuda; Bridgetown, Barbados, and Sao Paulo, Brazil.

Sunday June 22, 2008



Rebecca Pace ***It’s GOLDEN***

Life... Career... Relationships... Success... Opportunities... Change... Cycles...
Accountability... Evolution... Goals... Visions... Dreams... Each of these fills our hearts and our heads and fuels our spirit... Each of these keeps us awake some nights... Each of these forecast our future... Each of these starts as a seedling, a grain, an egg and then navigates how we apply our purpose... and It’s all GOLDEN!

Rebecca Pace has extensive — and progressive — experience in all aspects of organizational development as both a manager and a trainer. The founder of Pace Communications, Rebecca has established business-oriented curriculum for seminars, and she has delivered seminars, workshops and keynote addresses to a variety of audiences on topics related to leadership, team development, coaching, time management, sexual harassment, diversity and collection techniques.

2008 Annual Educational Forum and 56th California Division Meeting Friday thru Sunday, June 20–22, 2008

REGISTER

Online: Go to <http://www.iaap-ca.org>. Visa or MasterCard accepted.
Checks: Make payable to : CA Div., Inc. IAAP and mail to
Angie LaCarte, 1015 Fulton Road, San Marcos, CA 92069-2030

AEF/CDM COMPLETE PACKAGE - Friday/Saturday/Sunday

Member: Postmarked BY May 29, 2008 - \$360. **Postmarked AFTER May 29, 2008 - \$480**
Non-member: Postmarked BY May 29, 2008 - \$410. **Postmarked AFTER May 29, 2008 - \$530**
Package includes: All events, except Trips & Tours

ANNUAL EDUCATIONAL FORUM (AEF) - Friday

Member: Postmarked BY May 29, 2008 - \$175. **Postmarked AFTER May 29, 2008 - \$235**
Non-member: Postmarked BY May 29, 2008 - \$185. **Postmarked AFTER May 29, 2008 - \$245**
Package includes: Morning Keynote Speaker, Morning and Afternoon Workshops and Certification Luncheon and Keynote Speaker

56TH ANNUAL CALIFORNIA DIVISION MEETING (CDM) - Saturday/Sunday

Member: Postmarked BY May 29, 2008 - \$185. **Postmarked AFTER May 29, 2008 - \$245**
Non-member: Postmarked BY May 29, 2008 - \$225. **Postmarked AFTER May 29, 2008 - \$285**
Package Includes: Friday Exhibitor Expo & Buffet, Saturday & Sunday Division Meeting, Networking Luncheon, Keynote Speakers, Installation & Awards Banquet and Leadership Workshop

AIRLINE INFORMATION

Fly into Sacramento International Airport

HOTEL INFORMATION

The Embassy Suites Sacramento - Riverfront Promenade
100 Capitol Mall
Sacramento, California 95814
Reservations: 1-800-EMBASSY or 916-326-5000
Room rate: \$149 (per night single or double) Group rate code IAAP - SOLD OUT
Rooms are still available at the Embassy Suites' regular rate.
Shuttle: Complimentary shuttle to/from Sacramento International Airport (call hotel to arrange)

PARKING

Valet \$18/day at hotel. Self park public lot (across the street) \$24 daily

TRIPS & TOURS

No prepayment required! Payments will be accepted at Registration upon check-in.

Triple A Baseball Sacramento River Cats v. Fresno Grizzlies
Thursday, June 19, 7:05 pm, Raley Field
Raley Field is within walking distance of the Embassy Suites or you can drive
Cost: \$20, not included in conference rates
Parking not included.

Greater Roseville Chapter IAAP
Attn: L. Shane
642 Cinnabar Court
Roseville, CA 95678

Event Sponsors

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