

61st Michigan Division Annual Meeting

May 21-22, 2010

Doubletree Hotel - Bay City



International Association of
Administrative Professionals®
Michigan Division

POWER
of
Commitment
Michigan Division

61st MICHIGAN DIVISION ANNUAL MEETING and EDUCATION FORUM TENTATIVE AGENDA

FRIDAY, MAY 21

9:00a – 8:00p

Registration and Credentials

12:00 noon – 8:00p

Hospitality Suite and Retirement Trust
Foundation Silent Auction

10:00a – 1:00p

Seminar and Lunch

12:00p – 3:00p

Lunch and Seminar

“Microsoft Office 2007: New Features,
Tips & Tricks”

2 recertification points pending

5:00p – 5:30p

Division Members-at-Large Meeting

5:30p – 6:00p

First-Timers Meeting

6:00p – 8:00p

Local Area Network (LAN) Meeting

2 recertification points pending

8:00p – 10:00p

Open House – Team Commitment

Light hors d'oeuvres, vendor mart, chapter fundraising,
music, and dancing

SATURDAY, MAY 22

7:00a – 8:00a

Registration and Credentials

Hospitality Suite and Retirement Trust

Foundation Silent Auction

8:15a – 8:45a

Parliamentary Briefing

9:00a – 11:30a

Official Opening and Business Session

State of the Division

RTF Update

Financial Report

Bylaws and Standing Rules

Election of Officers

MDAM 2011 Invitation

SATURDAY, MAY 22 (continued)

11:45a – 1:30p

Recognition Lunch

International Update

Recognition

Certification and Recertification

Star Performers

Chapter Presidents

Division Board and Team Leaders

IAAP Milestones

1:30p – 4:00p

Business Session Reconvenes

“Positioning Your Positive Pit-Crew”

2 recertification points pending

4:00p – 7:00p

Registration

4:00p – 6:00p

Hospitality Suite and Retirement Trust

Foundation Silent Auction

6:00p – 7:00p

Social Hour – Networking Opportunities

7:00p – 9:30p

Installation and Awards Banquet

Special Recognitions

Installation of Officers

Incoming Division President's Address

Presentation of Awards

- Newsletter & Website

- Membership

- Research and Educational Foundation

- Retirement Trust Foundation

Special Presentations

Raffles

9:30p – 11:00p

Reception Line

Retirement Trust Foundation

Silent Auction Pick-up

Entertainment and Networking Opportunities

Friday, May 21, 2010

Friday Seminar with Dan Schluckbier

Microsoft Office 7: New Features, Tips & Tricks

2 recertification points pending

Come and join us for a Microsoft Office 7 technology seminar. New features that will be covered will be:

- The Microsoft Office Button
- The Ribbon
- The Quick Access Toolbar
- Contextual Tabs
- Formatting Text using the Mini Toolbar
- Galleries
- Styles
- Quick Parts
- Smart Art
- Template Enhancements
- Sorting an Excel Spreadsheet
- Tips & Tricks



Yeo & Yeo Computer Consulting's Training Specialist, Dan Schluckbier, has been providing software training at Yeo & Yeo Computer Consulting since 1996. He has trained students, business professionals and Yeo & Yeo, P.C. employees on a variety of software ranging from Microsoft Office to QuickBooks. Dan also provides on-site corporate training for companies throughout Michigan.

Dan is a Microsoft Certified Trainer, Microsoft Certified Application Specialist Instructor, and Microsoft Office Specialist Master Instructor certified in Microsoft Office versions XP, 2003, and 2007.

Microsoft Certified Trainers are instructors of the most pervasive and productive desktop applications in the world -- the Microsoft Office desktop programs. As a Microsoft Certified Trainer, Dan is recognized for his instructional skills and hands-on ability with Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Access, and Microsoft Outlook®.

In addition to hands-on training, Dan frequently conducts software seminars for associations, organizations, business professionals and individual users throughout Michigan.

Friday, May 21, 2010

5:00p – 5:30p

Division Members-at-Large Meeting

Members-at-large, this is your time to meet and elect your delegate for the weekend. In addition, you will have the opportunity to discuss the slate of officers and the proposed amendments to the Division Bylaws and Standing Rules. Come and ensure your voice is heard!

5:30p – 6:00p

First-Timers Meeting

For those first-time attendees to the Michigan Division Annual Meeting, this important meeting will provide some helpful hints on what to expect during the weekend. Attendees will have time to pose questions, plus connect with other first-timers.

6:00p – 8:00p

Local Area Network (LAN)

2 recertification points pending

The LAN will be your spot to get into the Team Spirit! The LAN Meeting will focus on Team Building as we utilize the Jeopardy Game and small group Team Building exercises. The meeting will include communication skills, attributes of leadership, conflict resolution, member's strengths and weaknesses, IAAP association benefits, administrative and technology skills, and knowledge of IAAP history.

The LAN is a great opportunity to meet with other Chapter members, Members-At-Large, and International guests in an informal setting. Every attendee should be at our LAN Meeting and remember to bring your business cards to share with new friends.

8:00p – 10:00p

Open House

Come join the fun... and get the team Spirit!

Sport your favorite team's jersey and come join the team. Join us at the Friday night Open House for networking, light refreshments, music, and dancing.

Vendors welcome the opportunity to show you their unique, innovative, and useful products and services. Increase your personal growth and add value to your organization by learning about the newest products and technologies. And bring cash or a credit card to help support our Chapter fundraisers and retail vendors.

Saturday, May 22, 2010

Saturday Education Forum with Brian Blasko

“Positioning Your Positive Pit-Crew” Building Your Team Foundation

2 recertification points pending

Life is a journey...enjoy the ride! This exciting program offered by Brian Blasko invites you to discover and maximize your team potential. Organizations are like vehicles, and the individuals that make up departmental teams are the **engines** that keep them running smoothly. Come learn how to positively build your team foundation.

Is your team running on all of its cylinders? Would you feel comfortable in the car during an 8-hour journey with your supervisor or co-workers? These are tough questions to answer, but not impossible to achieve! A team of co-workers is like a Pit-Crew, everyone is important. In this high-energy program participants will gain a wealth of practical tips for team cohesiveness and “reduction of dysfunction.”

- Learn the positive benefits of “Interdependency”
- Learn how to deal with “team” apprehension
- Learn how to build, **trust**, **rapport** and **credibility** with others
- Learn the 10 characteristics of an effective team player
- Learn how to have fun *and* be productive together



Brian Blasko is a highly motivated, nationally known speaker, trainer and author. His programs, inspiring individual and organizational growth, are some of the most sought after in the country. This celebrated author of [Cruisin' Through Life At 35 MPH](#) and the newest book [Sending Signals](#), has a Masters Degree in interpersonal communication, collegiate-level teaching experience, and is a member of the National Speakers Association, as well as NSA Ohio.

Every year clients throughout the country depend on Brian to re-charge their organization and employees. Always the fun communicator, his contagious energy encourages others to feel comfortable about themselves and their personal development.

Driven by his sincere interest in others, and a genuine passion for public speaking, Brian enthusiastically invites you to discover and maximize your *own* personal potential!

General Information

PURPOSE

The purpose of the Michigan Division Annual Meeting is to conduct the business of the Division. Chapters generally designate a Delegate and Alternate to represent the Chapter, but all Division members are encouraged to exercise their right of membership and attend the meeting. Proposed changes to the Bylaws and Standing Rules may be presented for consideration, and the Delegates elect Division officers for the following year.

Committee and officer reports are presented – some for information, some for acceptance by the Delegates. Invitations to future Division meetings are presented. Special recognition and acknowledgments are made, and Good of the Order, a time when any member may address the assembly on any subject, is included as time allows.

When possible, other activities are offered, such as outstanding speakers, an educational seminar, opportunities for networking and fund-raising, international updates and as many other special options as are possible to fit into a very busy schedule.

AMERICANS WITH DISABILITIES ACT

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for any individual with a disability to attend this program, please contact Marie Ouzoonian at mdamcoordinator@iaapmichigan.org.

REGISTRATION & CREDENTIALS FORM

Please use a separate form for each registrant. Credentials registration is included on the registration form. Registration will not be processed without appropriate payment. An additional \$20.00 charge will be applied to all registrations postmarked after April 30, 2010.

PayPal

Registration using PayPal is now available. See the registration form and/or Michigan Division website for the link.

CANCELLATION/NSF/REFUND POLICY

A \$25.00 cancellation/handling fee will be charged for all cancellations received on or before April 30, 2010. There will be no refunds after May 1, 2010. All NSF (non-sufficient funds) fees will be the registrant's responsibility.

NAME BADGE

When completing the registration form, legibility is important for the information to be processed correctly. Your name badge will be generated from this information, so be sure to include your first name and any applicable professional designation as you wish it to appear on your badge.

HOTEL RESERVATIONS

Hotel reservations are to be made directly with the Doubletree Hotel Bay City Riverfront in Bay City, Michigan. A block of rooms has been reserved for the event; make your reservation before April 14 to take advantage of the \$109.00 per room/night IAAP rate. Ask for the name "Michigan Division IAAP" to receive the group rate.

ARRIVAL

When you arrive at the hotel, signs will direct you to the IAAP Registration area where volunteers will be glad to assist you.

General Information (continued)

ATTENDEES

Attendees, especially first-timers, are encouraged to review all conference materials and attend the Saturday morning briefing session before the business session begins; to ask questions; and to meet as many new people as possible. Making the effort to be a responsible member will supplement what is provided for you and make the meeting as educational and informative as possible.

RECOMMENDED DRESS

The following are guidelines for proper attire for this annual meeting: Seminar and business sessions – office attire; Banquet – dressy, but not formal; Open House – themed or casual. Layered clothing is suggested for your comfort in public meeting rooms with varied temperatures.

HOSPITALITY SUITE

Visit the Hospitality Suite where you will have an opportunity to meet old acquaintances and make new friends. You may be looking for a dinner, shopping, or tour companion. Be sure to check out the Retirement Trust Foundation Silent Auction items.

RETIREMENT TRUST FOUNDATION SILENT AUCTION

It's time once again for members to use creativity to contribute a "basket" or item for this year's Silent Auction. Donations of any kind are welcome. Proceeds from the auction will go to the Retirement Trust Foundation. The Silent Auction will be held the same hours the Hospitality Suite is open.

REMINDERS

- Dinner on Friday evening and breakfast on Saturday morning will be on your own.
- Wear your name badge at all times during the meeting.
- Bring lots of business cards

The Michigan Division Annual Meeting is your connection to learn new ideas, share best practices, and network with other career-minded administrative professionals.

If you do not have business cards, it's easy to create your own with the many templates available at Avery's software link. <http://www.avery.com/>

QUESTIONS?

Contact: Marie Ouzoonian CPS/CAP
Phone: 269.668.3336 x 1464
E-mail: mdamcoordinator@iaapmichigan.org

HOTEL INFORMATION

Doubletree Hotel Bay City Riverfront
One Wenonah Park Place
Bay City, MI 48708
Tel: 989.891.6000
Fax: 989.891.9680

Group Name: IAAP Michigan Division

To ensure the group rate, room reservations must be made prior to April 14, 2010.

Hotel information for the Doubletree is here:

<http://doubletree.hilton.com/en/dt/groups/personalized/MBSBCDT-IAA-20100520/index.jhtml>

When calling the Doubletree, mention IAAP- Michigan Division to get the group rate or go to the above website to link to Doubletree's IAAP website.

The **Doubletree Hotel Bay City-Riverfront** on the east bank of the Saginaw River in the heart of historic **downtown Bay City**, Michigan, offers the perfect location and ambiance for business and pleasure travel. Centrally located within the greater **tri-city area** of Midland, Bay City, and Saginaw, just two miles east of I-75 off of US-10, our hotel provides easy access to *MBS International Airport*, area corporations, and leisure attractions.

Historic and prosperous, Bay City has retained its charm and is known for its antique shops. Our hotel lobby is steps from the **Riverwalk**, which winds its way to downtown Bay City with over 120 unique specialty shops, antique stores, eateries and pubs. The Doubletree Hotel Bay City-Riverfront is within walking distance of parks, Bay County Historical Museum, Studio 23 Art Center, Bay Antique Center, State Theatre, and Delta College Planetarium. Or, take a river cruise or trolley tour.

Travel to the Annual Meeting Hotel:

From Interstate I-75, Exit 162A East (M-25) for 2 miles. Hotel is just over the bridge on the left along the Saginaw River. After crossing the bridge, turn left at the first light which is Saginaw Street. Drive two blocks, turn left on 6th Street. Entry is straight ahead.

