



International Association of  
Administrative Professionals®  
*Kentucky Division*

Follow Your Passion

Find Your Purpose

# PASSION & PURPOSE

KENTUCKY DIVISION



## 59<sup>th</sup> KENTUCKY DIVISION ANNUAL MEETING

June 3-5, 2011

Georgetown, Kentucky

# 59<sup>th</sup> KENTUCKY DIVISION ANNUAL MEETING

## REGISTRATION AND GENERAL INFORMATION

Please complete one form per person

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- Photocopy as necessary
- Full payment must accompany the mailed registration in order to be accepted

Registrants will receive confirmation of registration via email, fax or mail. Meeting packets will be available at the IAAP Kentucky Division registration table before and after events.

### LATE REGISTRATION AND CANCELLATION POLICY

All registration forms must be postmarked by May 28, 2011. Payment may be made by personal check, company check, or credit card. Registration after May 28, 2011 will be assessed a \$10.00 fee. Cancellation or substitution requests must be submitted in writing and mailed to the address below. No refunds after June 1, 2011.

**PAYMENT OPTIONS:** Checks or credit payment (via Paypal)

Mail completed registration form to:

Gloria Stewart, CPS/CAP  
c/o Vulcan Construction  
947 U.S. Highway 62  
Grand Rivers, KY 42045

Checks payable to: Kentucky Division IAAP

Credit card payments: Processed through Paypal (\$5 convenience fee will be added);

**Membership in Paypal is not required.** A Paypal invoice, which contains a link to the payment page, will be emailed to attendees requesting to pay via credit card. Please mark the registration page accordingly.

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**HOTEL:**



**IAAP rate = \$85**

**Registration deadline: May 13, 2011**

**REGISTRATION PACKETS:** Available at the registration table after 4 p.m. Friday, June 3, 2011

**FIRST-TIMERS RECEPTION:** Friday, 6/3/11; 5:30 – 6:00 p.m. (by invitation only)

**MEETING ATTIRE:** Friday Evening's Seminar/Welcome/Networking: Casual

Business Sessions: Business

Saturday Banquet: Business/Cocktail

Sunday Session: Casual

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**SPEAKERS**

**Friday Seminar:**

**Virginia Boyd, CPS/CAP: IAAP South East District Director**

**Topic: "Succession Planning"**



Virginia Boyd CPS/CAP was elected as 2009 – 2011 International Director, Southeast District. Virginia is a member of Emerald Chapter of the South Carolina Division. Ms. Boyd is a native of North Carolina now living in South Carolina.

Virginia is the ISO/QA Technician for Ascend Performance Products (formerly Monsanto/Solutia Inc.). She started with Monsanto in 1996 as an Administrative Assistant in the BCF area. Virginia has held positions in Accounting, Polymer, and SDI.

Virginia has been a member of the Advisory Board for the Business Department at Piedmont Technical College for the past eight years. She attended East Carolina University and received her Associate in Business degree from Piedmont Technical College. She attained her CPS/CAP certification ratings and is a Microsoft Office Specialist (Word, Excel, and PowerPoint). Virginia was a member of Toastmasters International and held the offices of Area Governor and Club President.

Ms. Boyd has been involved with local, state, and national Pageant systems for the past 25 years. Her participation includes judging and coaching all phases of competition with an emphasis on the Interview.

## Saturday Seminar:

**Susan Dummer, Georgetown College**

**Topic: "Neutralize Workplace Drama"**



Discover ways to neutralize workplace drama and to stay focused on work responsibilities. Learn to eliminate distractions and interruptions to improve communication. Discuss techniques to work through situations when faced with controversial issues.

Susan Dummer completed her Bachelor of Arts degree in Speech Communication at Sam Houston State University in Huntsville, TX and pursued her M.A. and Ph.D. in Communication from Texas A&M University. Susan has worked with nationally and internationally renowned scholars in the areas of (1) Organizational Communication, (2) Health Communication, and (3) Interpersonal Communication. Her research and expertise focuses on how gender representations in the media shape identities and relationships. Specifically, Susan's research explores how young girls incorporate media images into their understanding of self and into rules for relating to others.

Susan has given presentations including the Importance of Nonverbal Communication, Presenting Your Best Self, Understanding and Resolving Conflict Effectively, and Effective Group Communication. While her academic and scholarly accomplishments are certainly impressive, Susan has been equally recognized for her excellence in teaching. She has been an Assistant Professor in the Department of Communication and Media Studies at Georgetown College since 2006, and is the Chapter Advisor for Lambda Pi Eta Communication Honorary Society.

## Sunday Breakfast:

**Gail Varner, CPS/CAP, Administrative Professional**

**Topic: "A Time for Everything"**



"There is a time for everything, and a season for every activity under heaven." Ecclesiastes 3:1

We are each given 24 hours a day. No more time can be added or taken away. What do you gain from your 24 hours? Are you satisfied or full of regrets? Don't waste time by looking around and worrying or looking back and saying "what if." Look up because every day is a gift from God.

Gail has been an administrative professional for the past 25 years. She has worked at East Kentucky Power Cooperative, Inc., in Winchester, Kentucky, for 24 years and is currently an Administrative Assistant to the Fuel & Emissions Manager. Gail received her CPS designation in 1996 and her CAP in 2008. She has chaired various committees for the Blue Grass Chapter, served as Recording Secretary, and instructed CPS Review Classes for the chapter. Gail has been married for eight years to Mike Varner. She also has two children, Aaron-20 and Andrew-16 and three stepchildren, Melissa, Lisa, and William. Gail is a 2nd degree black belt, a motorcycle mama, and a brand new "Grammie" to a beautiful little girl. Gail also enjoys the beach, dancing, reading mystery and vampire novels, and singing. She is an active member of Providence Baptist Church in Winchester and a soccer mom.

**IAAP 59<sup>TH</sup> KENTUCKY DIVISION ANNUAL MEETING**  
 Holiday Inn – Georgetown, Kentucky  
 June 3~5, 2011



**REGISTRATION FORM**

*One registrant per form – copy as needed*

**Deadline: May 28, 2011**

Cancellation refunds based on availability of funds | No refunds after June 1



★★ Please complete this form in its entirety, printing legibly or typing ★★

First Name:		Last Name:		Designation/ Certification	
Address:		City		ST	ZIP
Phone:		Cell:		Email:	
Employer:					
IAAP Member?	<b>Yes or No</b>	Chapter Affiliation:			

*Please check all that apply:*

<b>FULL REGISTRATION</b> <i>(includes ALL events listed under SINGLE registration)</i>	<input type="checkbox"/>	<b>\$110</b>
<hr style="border-top: 1px dashed black;"/>		
<b>SINGLE REGISTRATION</b> <i>(guests or partial registration)</i>		
Friday Evening Welcome & Seminar	<input type="checkbox"/>	\$31
Saturday Opening Ceremony & Business Meeting	<input type="checkbox"/>	NC
Saturday Luncheon & Seminar	<input type="checkbox"/>	\$40
Saturday Banquet & Installation Ceremony	<input type="checkbox"/>	\$45
Sunday Breakfast & Joint Board Meeting	<input type="checkbox"/>	\$24
<hr style="border-top: 1px dashed black;"/>		
Late Registrations <i>(after May 28, 2011)</i>	<input type="checkbox"/>	\$10
<b>TOTAL AMOUNT DUE</b> <i>(add all items)</i>	<b>\$</b>	

<input type="checkbox"/>	Chapter Delegate
<input type="checkbox"/>	Chapter Alternate
<input type="checkbox"/>	Past KY Division President
<input type="checkbox"/>	Current KY Division Officer
<input type="checkbox"/>	Int'l Officer / Past President
<input type="checkbox"/>	Current Chapter APOTY (or equivalent)
<input type="checkbox"/>	Secretary of the Year? ____ year
<input type="checkbox"/>	Wilma Yeary Award? ____ year
<input type="checkbox"/>	Attending first Annual Meeting
<input type="checkbox"/>	Non-member Guest of: _____
<input type="checkbox"/>	Special dietary: _____
<input type="checkbox"/>	Special needs: _____

**VOLUNTEER OPPORTUNITIES**

*\_\_\_\_ I would like to volunteer to assist with the conference. Please contact me regarding areas where I may help.*

<p><b>Payment Information</b> <i>(Please select all that apply)</i></p> <p><input type="checkbox"/> Check or money order enclosed</p> <p><input type="checkbox"/> PayPal – Credit Card Payment <i>\$5 convenience fee is assessed for all credit card payments</i> Contact Gloria Stewart CPS/CAP at <a href="mailto:treasurer@iaap-kydivision.org">treasurer@iaap-kydivision.org</a> or at 270-362-1220 for details.</p> <p><input type="checkbox"/> Please send me an invoice.</p>
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<p align="center">Payable to: <b>KY Division IAAP</b> Tax ID# 23-7165023</p> <p><b>Mail form &amp; payment to:</b> Gloria Stewart, CPS/CAP c/o Vulcan Construction 947 U.S. Highway 62 Grand Rivers, KY 42045</p>
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