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Notes from Marina...

We enjoyed our first meeting of the year, and learned many useful techniques to get organized from speaker and author Eileen Roth. Looking forward to our February 8 meeting, and the special presentation "Microsoft Office Tips and Tricks", by Katrina Kurz, from New Horizons Computer Learning Centers.



Marina Higdon, President
Kachina-East Valley Chapter

Valley of the Sun Chapter is hosting a four-chapter event, and has invited Ian Wooddall www.taofeverest.com to speak to us on March 1st. For the ones who missed the opportunity in November, and the ones who would like to see Ian again, and bring guests, here is your opportunity – no charge this time around! (see flyer in this edition of Perspective).

Administrative Professionals' Week will soon be here, and we look forward to the four-chapter event on April 26, at the Phoenix Convention Center. Look for the Save the Date flyer coming to your inbox momentarily!

This is a great time to encourage your professional colleagues to join IAAP and Kachina-East Valley Chapter! The Board has decided to encourage your recruitment efforts with a contest. The member who brings in the most new members between February 9 and May 9 will receive recognition at the Installation Banquet!

The next New Member Orientation Webinar will be held Wednesday, Feb. 16. International President Mary Ramsay-Drow, CPS/CAP will lead the session. Please contact membership@iaap-hq.org if you would like to participate.

To all of you preparing to obtain CPS and CAP designations in May 2011, before all the changes in November 2011, don't miss

the deadline – applications are due by February 15, 2011. We wish everyone success.

Check your status for obtaining 2010—2011 Member of Excellence recognition on <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Programs/MemberofExcellence/MemberofExcellenceinfo/Default.aspx>. There's still plenty of time to apply—deadline for submissions is June 30, 2011.

Register for a 2010-2011 Member of Excellence session now by clicking a date below:

[Thu, Feb 10, 2011 11:00 AM - 12:00 PM CT](#)

[Thu, Feb 10, 2011 3:00 PM - 4:00 PM CT](#)

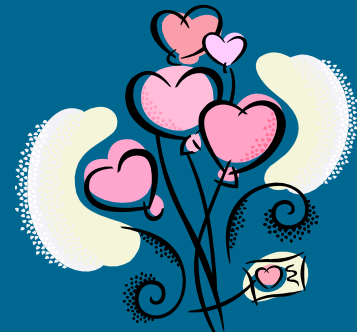
(Continued on page 2)



Chapter of Excellence

2009-2010

See page five to chart our progress to obtaining Chapter of Excellence for 2010—2011



Happy Valentine's Day!

Check Us Out & Join Us on the Web!

www.kachinachapter-iaap.org

www.az-nv-nm-div-iaap.org

www.iaap-hq.org





From the Desk of...



Margaret Lojas , CAP AZ-NV-NM Division President

If you've been watching the business weeklies lately, you know that many jobs lost during this latest recession are not expected to make it back when hiring begins. Just this week, Forbes noted that "secretary" is one of the 10 career paths that will disappear. Laurence Shatkin, Ph.D, jobs researcher and author of 2011 Career Plan, says that machines are taking over one of the largest

job categories, that of office and administrative support workers. Over 300,000 administrative jobs disappeared in the last five years.

Per the "experts", word processing, voice mail and the Internet make it easier for skilled professionals to do clerical work themselves. Added to that, employers are under pressure to do more with less, increasing the profits on the bottom line.

So where does this leave us? While it's true that a pure, entry level secretary may no longer be relevant, a highly-skilled administrative assistant is still very much in demand. Administrative assistants plan and schedule meetings, organize and maintain both paper and electronic files, manage projects, conduct Internet research, and disseminate information. With a qualified administrative professional performing these duties, the executive is free to concentrate his or her efforts on the bigger picture of the organization.

Employers of executive secretaries increasingly are seeking candidates with a college degree. College degrees related to the business or industry in which a person is working or seeking employment is a definite advantage. Taking on-line or classes in new office technologies, plus other on-the-job training, advances the skill-set of the administrative professional.

Advanced skill sets needed include negotiation skills (to negotiate with vendors), maintain and negotiate lease agreements for office equipment, manage databases, and create presentations using desktop publishing software and digital graphics.

Emotional intelligence skills are also in demand. Discretion, good judgment, organizational and management abilities, initiative, and the ability to work independently are particularly important for higher-level administrative positions.

As office automation continues to evolve, training, retraining and continuing education will remain integral to the administrative professional. Offices will continue to replace the traditional arrangement of one secretary per manager with administrative assistants who support the work of entire departments, or a level of executives. The administrative professional will assume added responsibilities and will be seen as an integral and valuable member of a team.

As a member of IAAP, we have the unique advantage of readily available education, networking and certification. You're on the right road!

(Notes from Marina continued from page 1)

Educational Offerings

IAAP and two educational partners are offering [onsite, webinars and audio conferences](#) on a variety of topics. If you're looking for training, check these out.

Coming soon:

Stress Solutions Webinar with Rhonda Scharf, CSP

Audio Seminars:

- Leading the Boss: How to Improve Your Relationship
- Cultural Competence

Our immediate past president, Nancy Rung CPS, is chairing the committee for nominations and has started scouting for board candidates. We encourage you to get involved and bring your talents to enrich the board and the chapter experience.

We are proud sponsors of a Chapter at Large in Sao Paulo, Brazil. Sheryl Hand CPS and I met Brazilian representatives at 2010 EFAM in Boston, and have been inspiring them to start a Chapter at Large in Brazil. Hopefully they can recruit at least 15 members and be chartered before 2011 EFAM Montreal takes place in July.

Happy Valentine's Day! Remember and celebrate our Presidents on February 21st!

Nancy Rung, CPS Immediate Past President Ways & Means Committee



I found a way to increase my salary, increase my skills, give me more credibility at work, gain self confidence and stretch my abilities. It won't cost you additional money and it will have other benefits too.

- Gain recognition from your peers
- Master the art of working as part of a team
- Unleash your creativity
- Open doors to new opportunities
- Expand your circle of friends
- Meet new people – locally and internationally
- Get specialized training that you can use at work
- Get recognition from outside your company and show your company what you are capable of doing
- Increase your inventory of skills
- Take advantage of inexpensive, quality training
- Explore new ways to get the job done
- Increase your organizational skills

I'd like to invite you to pursue an office within the Kachina – East Valley Chapter. Please don't think "no", but look up the job descriptions on our website. Basically, the board takes care of business for the chapter. You will not regret your decision to be a leader. I promise you that it's a very safe, nurturing place to take a risk.



Save the Date

February 8th, 2011 Meeting & Program

Registration—5:30 p.m.

Dinner—6:00 p.m.

Fiesta Inn & Conference Center
Galleria A & B

Cost is \$25

Fiesta Inn Resort & Conference Center

2100 S. Priest Drive
Tempe, AZ 85282

Southwest corner of Priest and Broadway

Microsoft Office Tips & Tricks

Presented by

Katrina Kurz

New Horizons Computer Learning Centers

www.newhorizons.com

Join us to learn valuable Microsoft Office 2007 tips and tricks!

Katrina Kurz, certified Microsoft Office Specialist (MOS) Master, will share tips for working with:

- Styles and formatting marks in Word
- Page breaks, format painter and Macro Security features in Excel
- Using Smart Art and creating photo albums in PowerPoint
- Creating signatures and delaying the sending of e-mail in Outlook

Plus, Katrina will give us a sneak peek of Microsoft Office 2010 and Windows 7.

This is a re-certification program!

2010—2011 Chapter Meetings

September 14, 2010

Get Organized with Avery

Karen Thomas, Avery Account Manager

October 12, 2010

*Re-Purpose, Re-Tool & Re-Fresh Your Life—
Seven Principles of How to Move Through a
Transition Successfully*

Kitty Wiemelt, Winds of Change Consulting

November 16, 2010

*(Please Note this is the 3rd Tuesday)
Resume Writing in the Digital Age*

Joe Mizzi & Garrett Messerly, OfficeTeam

December 14, 2010

Holiday Social

January 11, 2011

Dispel the Top 10 Time Management Myths
Eileen Roth, www.everythinginitsplace.net

February 8, 2011

Microsoft Office Tips & Tricks

Katrina Kurz, New Horizons Computer Learning Center

March 8, 2011

Public Speaking—You Don't Really Have to Die!
Margaret Lojas, CAP & Sandy Chismark, IAAP Valley West Chapter

April 12, 2011

Parliamentary Primer: Basic Procedures for Members

Nancy Riley, Kachina-East Valley Chapter

May 10, 2011

Annual Business Meeting

June 14, 2011

Installation Banquet

Important IAAP Dates

Administrative Professionals Day Event

April 26, 2011 (Phoenix Convention Center)

Division Annual Meeting

June 2-4, 2011 (Albuquerque, NM)

International EFAM

July 24-27 (Montreal, Quebec, Canada)

Board Member Reports



Jessica Cherry, CPS/CAP
Vice President—Programs

We celebrated National Get Organized Month with Eileen Roth, professional speaker and the author of *Organizing for Dummies®*. Eileen named her company *Everything in its Place®* because she truly believes that you can find a place for everything. During our January program, *Dispel the Top 10 Time Management Myths™*, Eileen taught us that the secret to organization is not inherited, but that it is a learned skill. The top 10 myths are related to the following:

- deciding on which activities are worth your time,
- procrastination,
- uncluttering your mind by making lists,
- planning,
- using your “peak” time wisely,
- dealing with interruptions,
- handling paper and e-mail,
- items to save and to trash/recycle,
- filing versus piling, and making time to get organized.

You don't have to do it all at once. Pick one thing that you can do now to become more organized and expand from there. Be sure to visit Eileen's website, www.everythinginitsplace.net, to sign up for the Organizing E-zine!

Have you migrated to Microsoft Office 2007 yet? If so, you know that it can be just a little intimidating. If not, you may be a little surprised when you do make the switch. Microsoft made huge changes to the Office Suite platform. When I first opened an Office 2007 application I had no idea where to find some of my most used features. However, with a little time, patience, and attendance at our February program, *Microsoft Office Tips & Tricks*, you can help ease the transition. Katrina Kurz, certified Microsoft Office Specialist (MOS) Master of New Horizons Computer Learning Centers will share with us valuable tips and tricks of Word, Excel, PowerPoint, and Outlook. She will also give us a sneak peek into Office 2010 and Windows 7! Joe Rostowsky, Account Executive at New Horizons, will be accompanying Katrina. This program has been approved by the IAAP headquarters for one recertification point.

“Face the thing that seems overwhelming and you will be surprised how your fear will melt away.”

-Dale Carnegie



Cheryl Amick
Vice President—Site Coordination

We had a great January meeting with 17 members, 2 new members and 6 guests. It was a terrific way to start 2011! I would like to thank everyone for their prompt RSVPs; it was greatly appreciated.

Hope to see you at the February meeting!

NOTE FROM THE BOARD

With the new year here and so many new members, your Board of Directors thought it would be a good time to remind members about the meeting reservation policy.

Reservations are accepted until 10am on the Friday prior to the meeting on the second Tuesday of each month (September through June, except for December's social). Reservations are made through the Vice President/Site Coordination. If you need to cancel your reservation, you need to do so by the same deadline. After that deadline you will be invoiced for your meal because the chapter will be charged for it.

The chapter must maintain a minimum number of meals to remain at the Fiesta Inn. The difference from fewer meals and the required number of meals must be paid from chapter funds and are not included in the budget. While the Board encourages members to order meals, members are not required to order a meal to attend a meeting.

Meeting costs (speaker's meal, speaker's gift, supplies, etc.) are included in the chapter's budget. Income sources are also included in the budget and include dues, APW event, 50/50 raffles, and various ways and means projects.

If you choose to attend the meeting only, please consider purchasing a 50/50 ticket!



Janice Cissna, CPS/CAP
Vice President—Membership

Hello Members!

As of January 31st, 2011, the Kachina-East Valley Chapter has 45 members. Our net growth since July 2010 is three members. Next to the AZ-NV-NM Division At Large (with a net gain of one), we are currently the only chapter in our Division with a positive net gain.

Our chapter's growth has so much to do with each and every one of you! You all make this chapter what it is. Give yourselves a pat on the back for everything that you provide to this chapter. We are all grateful for your support!

See you in February!

Pathways to Excellence

Follow our progress as we strive to achieve Chapter of Excellence for the 2010—2011 year!

Chapter Criteria (need 14 out of 19)	July/ Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Status
Hold Six Meetings that offer recertification points	-	★	★	★	-	★	★					In Progress
Have one member earn CPS and/or CAP (you?)	-	-	-	-	-	-	-					NEED
Sign commitment agreement	-	-	-	★	-	-	-	-	-	-	-	Complete!
Distribute six newsletters	★	★	★	★	★	★	★					Complete!
Participate in IAAP web community	-	-	-	-	-	-	-					NEED
Create annual calendar & marketing plan	★	-	-	-	-	-	-	-	-	-	-	Complete!
Create annual budget & monthly statements **	★	★	★	★	★	★	★					In Progress
Maintain a full slate of officers & four chairs	★	-	-	-	-	-	-	-	-	-	-	Complete!
Leadership/succession officers/chairs training	-	-	★	-	-	-	-	-	-	-	-	Complete!
Send delegate to DEFAM & delegate/proxy to International	★	-	-	-	-	-	-	-	-	-	-	Complete!
Have a member serve as Div. or Int. committee/officer	★	-	-	-	-	-	-	-	-	-	-	Complete!
Hold seminar, APD or Exec. Event	-	-	-	-	-	-	-					In Progress
Apply for Avery or IAAP Chapter Award	-	-	-	-	-	★	-					Complete!
Have 15 members & 80% retention	-	-	-	-	-	-	-					In Progress
Conduct at least one recruitment Meeting **	-	-	★	-	-	-	-	-	-	-	-	Complete!
Hold a new member orientation	-	-	-	-	-	-	-					In Progress
Increase membership by 12%	-	-	-	-	-	-	-					In Progress
Sponsor new professional or student chapter	-	-	-	-	-	-	-					NEED
Strategic plan & member survey	★	-	-	-	-	-	-	-	-	-	-	Complete!

** These are mandatory requirements in order to obtain Chapter of Excellence

Please visit www.pathways.iaap-hq.org for more information on the Pathways to Excellence Program.



Congratulations!

File this under 'A' for 'Academic Achievement'!

Jessica Cherry, CPS/CAP has been invited to join the Madison Area Technical College (MATC) Beta Beta Psi Chapter of Phi Theta Kappa. Phi Theta Kappa is the international honor society of two-year colleges and academic programs. The society's purpose is to recognize and encourage scholarship among two-year college students. Phi Theta Kappa fulfills this purpose by providing an outlet for leadership development, fellowship among student members, community service, and continuing academic excellence through its four hallmarks of leadership, scholarship, fellowship, and service.

Membership in Phi Theta Kappa is by invitation only. Invitations are extended once a student has completed a certain amount of credits while maintaining a high grade point average. Jessica has been attending MATC since January 2010 and holds a steady 4.0 GPA. She expects to complete her Administrative Professional Associate Degree in Applied Science in June 2012. After a short break, Jessica would like to continue her education towards a Bachelor Degree in Business Administration.

Congratulations, Jessica!

Executive of the Year Announcement

It is time to invite all members to consider nominating your executive for the Executive of the Year. This is a wonderful opportunity to honor your executive and to thank him or her for supporting your career. Here is what you need to do:

1. Submit a letter of nomination. The letter should include:
 - a. Why you recommend your executive;
 - b. His/her attributes, contributions and support of IAAP.
 - c. DO NOT use the name of your nominee in this letter – use "he/she" or "my executive."
2. Include your executive's resume. The resume should include:
 - a. Your executive's name, title and address in heading only;
 - b. Information on his/her education;
 - c. Job experience and duties;
 - d. Professional affiliations; and
 - e. Community activities

All nominations must be submitted no later than March 30, 2011. Nominations will be judged by the Chapter Board of Directors. Nancy Riley CPS, Chairperson of the EOTY Committee, will announce the 2010-2011 Executive of the Year at the May meeting. The new EOTY will be introduced to the Chapter at the Installation banquet in June. Please keep in mind the many benefits your executive, if selected, will benefit from, including:

- Attendance at the Installation Banquet and an opportunity to speak;
- Speaking at one monthly meeting, as well as other functions as needed;
- The opportunity to share membership experiences;
- His/her assistant automatically becomes chairperson for next year's EOTY committee;
- Serve as a judge for next year's EOTY;
- Interaction with IAAP members, which ensures ongoing and increasing awareness of the value of IAAP membership;
- Writing articles for the Perspective.

Again, the deadline is March 30, 2011. Please bring your nomination to the February or March chapter meetings or send your nomination to:

Nancy Riley CPS
1731 W. Carmel Ave.
Mesa, AZ 85202
(602) 920-9302 (cell)
(602) 943-8627 (fax)
Usafvet69@yahoo.com

Member Birthdays & Anniversaries

February Birthdays

Lucy Coltman, CPS—2/1
Jessica Cherry, CPS/CAP—2/15
Nancy Rung, CPS—2/18
Nancy Riley, CPS—2/20
Cynthia Leedom, CAP—2/26
Donna Ward—2/27



February Anniversaries

Alicia Richardson, — 11 Years
Rose Kallevig, — 5 Years
Kathleen Paulsen—1 Year

Heading to Brazil!

Fellow chapter members Sheryl Hand, CPS and Marina Higdon have been invited to participate at the Secretaries International Congress in Sao Paulo, Brazil in October sponsored by the Secretaries' Union of Brazil.



Have fun, ladies!

In related news, The Kachina-East Valley Chapter is sponsoring the chartering of a new IAAP Chapter-at-Large in Sao Paulo, Brazil.

We are missing several member birthdays. Please email Janice Cissna at jcissna@phihelico.com with your birthday.

CPS/CAP Question of the Month

A numeric system in which each file number is six digits (e.g. 692103) and initial filing is under the 21 is called a

- A. Terminal-digit system
- B. System of block codes
- C. Middle-digit system
- D. Straight numeric system

(Correct Answer is C)

Vocabulary Review

Jargon: Technical language pertinent to a specific profession or group

Out Folder: Folder inserted into a file when someone charges out an entire file folder of documents

Empathy: Ability to understand the feelings or emotions of another person

Archive: Collection of documents of historical or administrative value to an organization

Study Materials for the New Exams

From the Certification Department:

Below are links to the new content outlines and bibliographies for the new CAP and Organizational Management exams that are effective November 2011. The bibliographies are the actual college texts used to write the exams.

[Content Outline and Bibliography for Certified Administrative Professional Exam](#)

[Content Outline and Bibliography for Organizational Management Specialty Exam](#)

Metcalf Educational Services will be updating their review materials for the new exams. The tentative schedule for their revisions is April to June 2011.

Prentice Hall will not be providing review materials for the new exams.

Metcalf and Prentice Hall continue to make available review materials for those testing in May 2011.

Please remember that the Metcalf and Prentice Hall materials are strictly for a review of something you already know. They are not required study for the exams, and the exams are not written from these materials.

Questions on certification matters? Contact the certification department at certification@iaap-hq.org or call 816.891.6600 x2225, 2248, or 2227.

Online Study Group

The Valley West Chapter offers an online study group for CPS & CAP certification.

Those interested may contact

tiffany.otero@bestwestern.com



Mark Your Calendars

May 2011 Exam

May 6th & 7th, 2011

Application due by February 15th, 2011

November 2011 Exam

November 4th & 5th, 2011

Application due by August 15th, 2011

Tid Bits

Q: What do you call a very small Valentine?

A: A Valentiny!

In the Middle Ages, young men and women drew names from a bowl to see who would be their Valentine. They would wear this name pinned onto their sleeves for one week for everyone to see. This was the origin of the expression "to wear your heart on your sleeve."

Q: What is a vampire's sweetheart called?

A: His ghoul-friend!

Q: What kind of flowers do you never give on Valentine's Day?

A: Cauliflowers!

Valentine to an Administrative Professional



By Todd Hunt

She's first one in and last to leave,
her mark is everywhere.
But like a watchful angel,
she seldom know she's there.

She guards the gate, protects the boss,
efficient through and through.
Those binders for this afternoon?
All set in Boardroom 2.

Mind-reading is among her skills,
and putting fires out.
She juggles tasks and jumps through hoops,
yet never one to pout.

Three hands, you see, she does possess
and intellect well-bred.
Plus humor, tact, diplomacy
and eyes behind her head.

Computer tech and referee,
yes, party planner too.
Committee head, Excel sheet queen -
there's nothing she can't do.

We've used the female pronoun, true,
throughout this love decree,
but sometimes (though it's rather rare),
that admin pro's a he!

Business humorist Todd Hunt speaks for IAAP and other groups that want to add fun to their events and send members back to work smiling -- with tips to improve communication and success. His world's shortest email newsletter (30 seconds twice a month) is available free at www.ToddHuntSpeaker.com

About 3% of pet owners will give Valentine's Day gifts to their pets.

Q: What do squirrels give for Valentine's Day?

A: Forget-me-nuts!

In order of popularity, Valentine's Day cards are given to teachers, children, mothers, wives, sweethearts and pets.

Q: Why did the banana go out with a prune?

A: Because he couldn't get a date!

Parliamentary Procedure

Tip of the Month by Nancy Riley, CPS

Motions to Allow Interruption of Consideration

Lay on the Table is a motion to temporarily dispose of a motion to allow other business to occur. For instance, you are waiting for your speaker to arrive, who is on a very tight schedule and must leave as soon as the presentation is completed. After the program a member moves to remove the motion from the table.

Refer to Committee is the only way to discharge a motion to another meeting. After the committee is formed, meets, researches the motion the committee moves the adoption of the motion. The chair would be the first speaker and report on the findings of the committee and whether or not the committee recommends adoption.

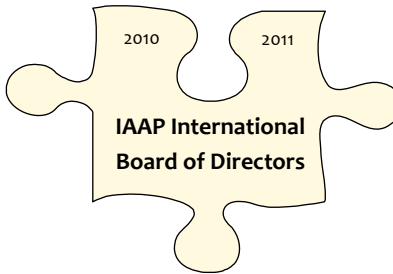
When a motion cannot be decided at a meeting, perhaps due to time constraints or several members supporting the motion are absent, a member may move to consider the motion at an Adjourned Meeting and suggests a date, time, and place to meet. An Adjourned Meeting is a continuation of the current meeting. The President doesn't adjourn the meeting, but rather says, "The meeting will be continued at the Adjourned Meeting on (date) at (time) at (location)" to end this portion of the meeting.

A maker may Withdraw the Motion before it is seconded. However, if the motion has been seconded, the maker may request the members vote to withdraw the motion before a vote is called.

IAAP Leadership



Mary Ramsay-Drow, CPS/CAP
President



www.iaap-hq.org



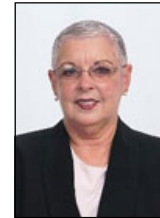
Antoinette Smith, CPS/CAP
Secretary



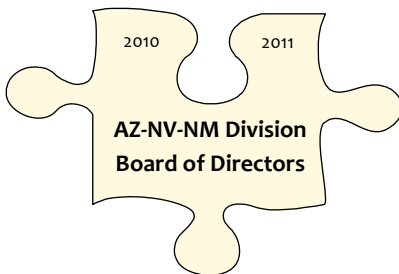
Tamra Goodall, CPS/CAP
President-Elect



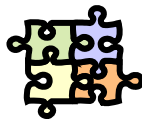
Karlena Rannals, CPS/CAP
Vice President



Judith Yannarelli, CPS/CAP
Treasurer



www.az-nv-nm-div-iaap.org



Margaret Lojas, CAP
President

Patti Speer, CPS
President-Elect

Lorraine McGraw
Secretary

V. Tina Gilbertson
Vice President

Marianne Robbins
Treasurer

Committee Chairs

Bonnie Ellis
Bylaws & Standing Rules

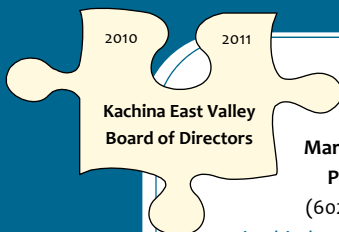
Sandra Kowalec, CPS/CAP
Retirement Trust Foundation

Susan Schultz, CPS
Division Parliamentary Advisor

Dawn Negrete, CPS/CAP
Certification

Phyllis Chase, CPS/CAP
Membership

Diane Rogers, CPS/CAP
Webmaster



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jcissna@phihelico.com

Theresa Lovato, CPS/CAP
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(602) 744-3702
tlovato@merchantsinfo.com

4-Chapter Event coordinated by Valley of the Sun Chapter

Tuesday, March 1, 2011

The Tao of Everest Presented by Ian Woodall

www.taoofeverest.com

On Tuesday, March 1, 2011, you again have the unique opportunity to attend an excellent leadership presentation by Ian Woodall. If you missed seeing and hearing Ian last November, here's your second chance! There is no cost to attend this event. Ian will have his books available for sale after his presentation. For more information on Ian and his mission, visit <http://www.taoofeverest.com>. Hope to see you on March 1!

Date: Tuesday, March 1, 2011

Time: 6:00 p.m. – 7:00 p.m.

Location: TGen, 445 N. 5th Street, 6th Floor Board Room, Phoenix, AZ 85004

You MUST stop at the building lobby guard and pick up your visitor badge. Take the elevator to the 6th floor and follow the signs to the Board Room

RSVP: By **February 25, 2011** to Mary Dinneen at mdinneen@tgen.org.

Only e-mail RSVPs will be accepted.

Open to the first 50 IAAP members and guests on a first come, first served basis

Driving Directions are listed on the back of this flyer

For more information, contact Mary Dinneen at 602-343-8413



Directions to TGen:

FROM Phoenix Sky Harbor Airport:

- Follow signs for I-10 West.
- Merge onto I-10 West towards Central Phoenix.
- Take the 7th Street exit, #145.
- Turn left (South) on 7th Street.
- Follow 7th Street to Van Buren (third stoplight).
- Turn right on Van Buren and stay in right hand lane.
- Follow Van Buren to 5th Street (first stoplight).
- Turn right (north) on 5th Street and stay in right hand lane.
- The TGen Visitor parking lot is on your right and is the first driveway you come to.

FROM North Phoenix driving south on State Route 51:

- Head South on the AZ-51.
- Merge onto I-10 West via exit #1A towards Central Phoenix.
- Take the 7th Street exit, #145.
- Turn left (South) on 7th Street.
- Follow 7th Street to Van Buren (third stoplight).
- Turn right on Van Buren and stay in right hand lane.
- Follow Van Buren to 5th Street (first stoplight).
- Turn right (north) on 5th Street and stay in right hand lane.
- The TGen Visitor parking lot is on your right and is the first driveway you come to.

FROM the West (Glendale/Buckeye/Sun City) driving East on I-10 or 101 North:

- Head South/East on the AZ-101 Loop.
- Merge on to I-10 East towards Central Phoenix via exit #1.
- Take the 7th Street exit, #145.
- Turn right (South) on 7th Street and refer to the map for parking directions.
- Follow 7th Street to Van Buren (third stoplight).
- Turn right on Van Buren and stay in right hand lane.
- Follow Van Buren to 5th Street (first stoplight).
- Turn right (north) on 5th Street and stay in right hand lane.
- The TGen Visitor parking lot is on your right and is the first driveway you come to.

FROM Scottsdale/North Scottsdale driving south on AZ-101:

- Head South/East on the AZ-101-Loop and take the AZ-202-Loop West exit, #51 (stay in the right lane to go West).
- Continue on AZ-202-Loop West.
- Take the I-10 West exit towards Central Phoenix.
- Take the 7th Street exit, #145.
- Turn left (South) on 7th Street
- Follow 7th Street to Van Buren (third stoplight).
- Turn right on Van Buren and stay in right hand lane.
- Follow Van Buren to 5th Street (first stoplight).
- Turn right (north) on 5th Street and stay in right hand lane.
- The TGen Visitor parking lot is on your right and is the first driveway you come to.

FROM the East (Ahwatukee/Chandler/Tucson) driving West on I-10:

- Head West on I-10 towards Central Phoenix.
- Take the 7th Street exit, #145.
- Turn left (South) on 7th Street.
- Follow 7th Street to Van Buren (third stoplight).
- Turn right on Van Buren and stay in right hand lane.
- Follow Van Buren to 5th Street (first stoplight).
- Turn right (north) on 5th Street and stay in right hand lane.
- The TGen Visitor parking lot is on your right and is the first driveway you come to.

