



Southwest Communique

Arizona-Nevada-New Mexico Division

2011-2012
September 15, 2011



**Your Division Leadership
IS TALKING OUT LOUD!
And we want you to join the
conversation!**



We are very excited to announce that the AZ-NV-NM Division website has joined the web community, and we now have a new website and address. The old website address will be defunct as of October 11.

Visit www.iaap-az-nv-nm.org and explore all the resources and information that is at your fingertips.







As President Speer states in this newsletter, this will be one of the main tools used for communicating with the members of our division. So, visit the web community today to create your profile and keep informed. Remember to subscribe to the 551000 AZ-NV-NM Division eGroup to receive communications that pertain to our members.

For additional guidance while learning our new interactive community, feel free to view the Power-

Point presentation created by Cheryl Brunton that has been placed on the Valley of the Sun Chapter website Members Page at www.valleyofthesunchapter-iaap.org.



Why Explore the IAAP Web

-  Updated information from OfficePro and current IAAP Announcements
-  Free Weekly Podcast Series "My Fellow Members"
-  Build your profile with your interests and contact information to help people find you
-  Keep your friends and fellow members up to date by posting in your own blog
-  Share your templates, presentations, and anything else in the document library
-  Share your tips, tricks, experiences, and opinions with other members in our topic driven discussion eGroups

About the Web Community

Access the IAAP Web Community User Guide for complete details. The latest version of IAAP's Web Community has dozens of features to help you connect to other IAAP members, learn from the vast IAAP Document Library and share information with each other and Headquarters staff. The best way for you to learn about all the community has to offer is to click around and discover on your own; fill out your profile, search for documents and contribute to the IAAPedia.

NEW WEBSITE ADDRESS: www.iaap-az-nv-nm.org

Network

Under the "Network" tab is where you'll find your profile, already populated with information pulled from IAAP membership database. Fill it out with as much, or as little, personal information as you wish. From the navigation on the left within your "Network" tab, you can update your profile, find contacts, check your inbox for the web community, blog, access the groups you belong to and customize your preferences.

You can add contacts from friends in your chapter and members you meet in the web community. There is also an option to send private emails to your contacts. There's really no limit to what is offered in the web community as far as connecting with other IAAP members, HQ Staff, asking questions and finding the answers.

Chapters and Divisions

Under the "Chapters and Divisions" tab you'll find all those IAAP chapters and divisions that have webpages within the IAAP Web Community.

Professional Resources

Here you'll be able to find resources you need for yourself, or your chapter or division. For example, let's say you're looking for help on retaining members in your chapter. Go to the "Professional Resources" tab and find the "IAAP Document Library." In the search function of the document library type in "member retention." All the documents in the library that deal with the topic will pop up. Not all will be applicable, but several will.

As the community grows, there will be other document libraries. For example, all of the members who attended this year's Profes-

sional Education Conference have access to a PEC eGroup and document library, where the PEC speakers contribute documents all year round for attendees to read. That document library is open to all PEC attendees. Other document libraries may be specific to your own chapter or division, to all newsletters editors... It's open to what fits your needs as an IAAP member. You're the creator, you're the user.

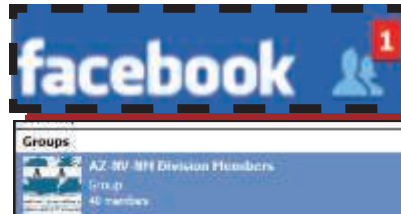
IAAPedia

Have fun with this. Contribute to it, refer to it and watch it grow. The IAAPedia is a Wiki (an open-source encyclopedia) that allows members to define those words important to IAAP. If you're looking for the definition for a word or acronym, type it in and see if someone has defined it. If you want to contribute, it's easy. Just add a word and add the definition. Other members can add to your definition. It creates a collaborative environment that encourages all of us to participate.

eGroups

Do you remember the good ol' fashioned list-serve? This new form of communication allows for you to connect with others with the same specific interests. For example, if you signed up to attend the Education Forum and Annual Meeting during the Early, Early Contest, you could have already joined the Education Forum eGroup where attendees connected with other members, heard the latest news about the Education Forum and asked questions. As the web community grows, so will the eGroups, a great place to gather. (Remember to subscribe to the 551000 AZ-NV-NM Division eGroup).

Submitted by: Diane Rogers, CPS/CAP



ONE MORE SOURCE FOR DIVISION INTERACTION

Facebook

Join many of the other members as we chat, instant message and share information, tips, tricks, and find out about upcoming and ongoing projects, events, and opportunities. Haven't used Facebook before?

You are not alone. However, statistics show that this format has a great following of 30+ year olds. Get online, get connected and be part of the conversation. Post pictures, let other people know about programs that offer recertification points. What are you waiting for?

It's free, fun, and a chance for you to have access to your network of friends.

If you already have a Facebook account, contact Division President Patti Speer, and she will add you to the division group on Facebook.

If you are new to Facebook, follow the simple directions located on page 6 in this newsletter to start your online adventure by creating an account. See you online soon!





Patti S. Speer, CPS
Division President

Southwest Communiqué.

the members in so many different ways. Eleven years ago, we were just beginning to really utilize email. Throughout the years our ability to communicate and share information has become much more efficient with all the tools we have available now. We all have the opportunity to share information through the group on Facebook and the division's designated eGroup on IAAP's web community. We have a wonderful new web site that contains all the division's information and documents (e.g. Action>Direction, Bylaws, roster, newsletters, and more). Because of IAAP's online membership rosters, the Board can send messages to all members with just a click of a button (or two). This is all very exciting for me and your responses to our methods of communication this year have been extremely positive. The Board of Directors is committed to ensuring that Goal #1 is accomplished this year!

[NOTE to Members: please be sure your email address on your IAAP profile is up-to-date. Otherwise you will not receive these communications.] If you are reading this and did not receive emails from me on June 30 or August 25, then you probably need to check your profile on IAAP's website.

Another communication tool this year is the division newsletter. We hope you like the new look. As we thought about the name of the newsletter, we all agreed it needed to reflect the direction for this year, to capture what it is all about—communication. And thus, we selected the

Since we are talking about goals, let's move on to Goal #2, which is educational opportunities. As you read in the August Action>Direction, the October 15 education conference was canceled. In order to explain why, I need to discuss the 2011-2012 budget.



“**T**he Board spent a great deal of time reviewing the budget at the June meeting and then another three hours at the August meeting.”

The Board spent a great deal of time reviewing the budget at the June meeting and then another three hours at the August meeting. It was a very difficult process and although it is not our ideal budget, it is what it has to be for this year.

We painstakingly trimmed expenses to bring the bottom line into the black; however, after the budget discussion we learned that the annual meeting proceeds were less than expected. We had looked at the past 2–3 years and estimated an income. When we received the final 2011 DEFAM accounting, we learned our income decreased taking our bottom line back into the red. The Board feels we have reduced our expenses as much as we possibly can, which leaves us with presenting a negative budget to the members.

The division's income is mainly from dues and any proceeds from DEFAM. The income from dues is also in decline. We began the year with 373 members and as of this writing, we are down 26 members, with the disbandment of the Scottsdale Chapter on the horizon. The division hasn't had any other income producing event for the past few years. The education conference is not drawing the attendance to make it profitable. For at least the last two years, the division has subsidized a chapter representative to attend and did not have the participation necessary to cover the expenses. Since June 2008, the division's treasury has decreased substantially from \$20,700 to \$7,500. As the Board discussed the feasibility of hosting an education conference simultaneously in

each of the three states, drawing off of past experience, we did not feel this was a fiscally responsible decision. The economic conditions of our area are some of the worst in the nation. We are still seeing some of the highest unemployment rates in the nation with foreclosures topping the charts. There are choices to make on how we spend our money with higher living expenses. With fewer members attending annual meeting coupled with lower than anticipated attendance at the past education conferences, the board agreed that holding even one education conference would not provide the return on investment that would make the event successful. We cannot afford to continue to dip into the division's treasury without adding to the income. Therefore, the decision was made to not hold the education conference this year as a profit could not be guaranteed, and we cannot tax the treasury any further. At the spring board meeting, discussions will resume for the 2012 education conference in hopes of seeing a better economic climate.

We are looking at a way to utilize the entire Division Leadership Team in bringing leadership training and education to the members. As with the certification information that Chairman Michelle Johnson, CAP prepared, we are thinking of other ways to provide information on membership, succession planning and more. While hosting an education conference this year is not in the plan, we will use technology to share best practices, ideas on retention, etc., and look to the members for ideas on what type of information is needed.

The Pathways to Excellence program was designed to raise your value as a career-minded

administrative professional by becoming a Member, Chapter or Division of Excellence. The division's role is to assist the members and chapters in achieving Excellence. With the new criteria for chapters and divisions, achieving Excellence has become more attainable. As Goal #3, the Board is committed to ensuring that all deadlines are met. President-Elect Lori McGraw has taken on the responsibility of communicating with chapters on upcoming deadlines and filing the paperwork with headquarters.

For this edition of the newsletter, we asked the chapter presidents to submit a list of the educational programs that have been determined for this year. We selected this topic because it is the first requirement in the P2E program, and the deadline for submitting to division is October 1. We are hopeful that by asking for this information now each chapter will be well on its way to achieving criterion #1.

The division is struggling through the first quarter of the IAAP year with so many members not renewing their memberships and chapters having challenges as a result. The Division Leadership Team will continue to communicate through technology to keep you informed and share information. We will continue to challenge each member and each chapter to strive for Excellence. At the end of the year, we can all stand proud having *Made the Leap to Remarkable* together.



“While hosting an education conference this year is not in the plan, we will use technology to share best practices, ideas on retention, etc., and look to the members for ideas on what type of information is needed.”





Lori McGraw
Division President Elect

LOCATION! LOCATION!
LOCATION! That's what the real estate industry says it's all about. **COMMUNICATION!**
COMMUNICATION! COMMUNICATION!

That's what our members say it's all about.

Your Division Board has responded by making communication our #1 goal. Our website has been updated. Take a look, you will be amazed! We have an eGroup and are on Facebook. Add to that the ACTION>DIRECTION updates, your Southwest Communiqué newsletter, and supplemental emails from your Board liaisons and Division President and you will know what we are doing, where we are going, and how we are planning to get there before we do!

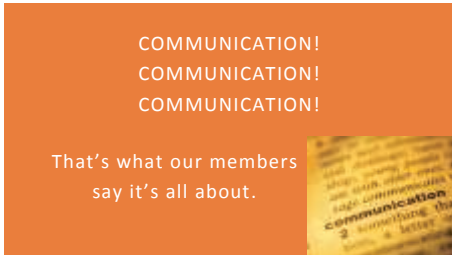
Do you still have questions? There's a really easy fix. Contact one of your Board members and, if we don't know the answer to your questions, we will certainly do our best to get it for you. We are always receptive to constructive suggestions and ideas from our members.

Now you don't have to be a Nostradamus, an Edgar Cayce, or consult a crystal ball or a Ouija board! The future is bright indeed!



V. Tina Gilbertson
Division Vice President

Here it is, the very first edition of the new Southwest Communiqué. Wow, what a whirl-wind since the beginning of the year. There has been a lot of conversation going on and thanks to the vision of the new president—positive, accurate, meaningful discussion.



I do hope you are enjoying the new format and design. This publication was done as a team, all board members working together to ensure this is a tool that is beneficial to all members. Starting with this edition, topics are sent out to the Chapter Presidents to allow chapters to have an opportunity to meet some of their deadlines for their "Chapter of Excellence."

I am glad that the boards from our chapters are in support of the boards new direction. Both, positive and negative feedback makes all the open communication tools (newsletter, eGroup, IAAP Web Community, and Facebook Group) meet the needs of our membership. If you have comments please feel free to send them to any member on the board to ensure your voice is heard!

Once again, I am proud to be serving on the board this year and hope you enjoy the new format and information contained in your newsletter.



Beth Coughenour
Division Secretary

I attended the AZ-NV-NM Division and Education Forum in Albuquerque and took minutes at the Sunday, June 5 AZ-NV-NM Division Board meeting and also the Division Board meeting on August 20. As liaison to three chapters, I have corresponded with the Presidents of Albuquerque, Valley of the Sun and Valley West Chapters. Recently, I revised and updated the Division membership roster and sent it out for review. Unfortunately, due to work responsibilities, I was unable to attend the International Conference in Canada. I am Looking forward to a great year and working with everyone!



Barrett Shaw
AZ-NV-NM Division
Treasurer

My first few months as your treasurer have been enlightening.

I came into this position with a desire to learn and to serve the best interests of our division, but completely unaware of what I was stepping into. I have been actively following the IAAP Treasurer's eGroup and have participated in several treasurer webinars. These provide a wealth of valuable information and I recommend them for all chapter leaders, not just treasurers. If you have any questions or need help with your chapter's budget, I would be happy to assist you.

In reviewing the historical financial records, I realized that I was at the start of a difficult, but ultimately rewarding journey. Over the past several years, the division account has dwindled



downward (for a variety of reasons). Putting together the budget was not going to be an easy task. The division board worked hard to trim the budget in every possible area to ensure we were presenting the most realistic picture for the upcoming year. Although there were many cuts, the division does have money. As you will see when reviewing the numbers, we had to make some difficult choices this year. One of those choices was to not hold a fall educational and leadership conference.

Although we have held this conference the last several years, we could not afford to hold one this year without creating a serious burden for the division. These past conferences did not generate profit—in fact, the division paid for chapter presidents to attend. Although this was a nice benefit for the chapters, it constitutes inurement and is

not an acceptable practice for us to continue. As treasurer, it is my responsibility to ensure that the funds of the division are used to benefit all members. It is my hope that the division can work to strengthen our reserves over the next several years. As your treasurer this year, I will be

watching the budget closely to ensure we stay on track and remain fiscally responsible.

I came into this position with a desire to learn and to serve the best interests of our division, but completely unaware of what I was stepping into...

So, You Want to Use Facebook...

Facebook is a very popular social media online website that has created a link to many peoples past friends, foes, and lovers. This can

be a good thing. As you enter into the world of social media there is one tip I can give...don't, I repeat, don't accept anyone as a "friend" that you do not know. How can we do this, well, let's start at the beginning.

Open your internet (Web) browser; Internet Explorer is very popular; as is Safari, Chrome, and Firefox. In the address bar (at the top where it usually has your homepage address) type in www.facebook.com. Once the website is done loading, enter your information in the "Sign Up" section located at the left side of the page. One suggestion, make your password at least 8 characters that includes 1 capitalized letter, and 1 special character (!@#\$\$%^&*). For example, H2oIzGd! (for a hint you could use "Water!" since the password reads "Water is Good!")



Next, you will go through a series of steps that Facebook will guide you through. It is pretty intuitive. Good luck on your Facebook quest and remember, if you learn something, have a tip or trick, submit it for the Southwest Communique. Submitted by: V. Tina Gilbertson





The City of Lights Chapter and the AZ-NV-NM Division Board invite you to join us in fabulous Las Vegas, NV for the **2012 Division Education Forum and Annual Meeting June 1-2, 2012** at the Suncoast Hotel and Casino

The room block is now open!

Thursday May 31, 2012 - \$42.00
Friday and Saturday, June 1-2, 2012
\$69.00 (single or double occupancy)



If you would like to upgrade to a deluxe room with a golf course view it will be an additional \$15.00 per night, per room, plus tax.

Anyone requiring triple occupancy will be charged an additional \$20.00.

You can also receive the group rate for the 3 days before and 3 days after the conference.



**International Association of
Administrative Professionals®
City of Lights Chapter**

IAAPCityLightChapter@nv.doe.gov
www.iaap-nts.org

All rates are subject to a Clark County room tax, currently 12%. In addition, the hotel has a mandatory \$5.00 per room, per day *Resort Fee in addition to room and tax charges.

Attendees are encouraged to book their reservations online. To receive the special group rate, use the Reservation ID: A1AAC05 through the hotel's website <http://www.suncoastcasino.com/groups>.

Attendees may also call the Hotel's Room Reservations Department at 866-636-7111, and identify themselves as members of a group or convention with Group Reservation ID: A1AAC05.

The cut-off date to reserve rooms at this special discounted rate is **May 1, 2012**.

Please note that the first night's room and tax will be required at the time of booking.

Further information will be released as it becomes available.

We are looking forward to this great event and hope to see you all there!

**Resort Fee includes scheduled airport shuttle service (reservations required), one round-trip shuttle to the Strip on the evening of Friday, June 1, 2012; access to the 24-hour fitness center; single serve coffee brewers; in-room safe; in-room refrigerator; and in-room delivery of USA Today (Monday through Friday).*



We would like to recognize and congratulate the following members who have attained Member of Excellence for 2010-11:

City of Lights
Barrett Shaw, CPS/CAP
Division Member At Large
V. Tina Gilbertson
Kachina-East Valley
Cheryl Amick
Phyllis Chase, CPS
Jessica Cherry, CPS/CAP
Janice Cissna, CPS/CAP
Marina Higdon
Michelle Johnson, CPS/CAP
Theresa Lovato, CPS/CAP
Denise Malavasi, CPS/CAP
Nancy Riley, CPS
Nancy Rung, CPS

Las Vegas Valley
Glenda Austin, CPS/CAP
Patti Speer, CPS
Scottsdale
Kim Hennis, CPS/CAP
Lori Zunk, CAP
Valley of the Sun
Cheryl Brunton
Susan Schultz, CPS/CAP

Valley in the Sierras
Frances Donald, CPS/CAP
Deborah Geyer
Lisa Huffman, CPS
April Leal
Mary Jo Newton, CPS/CAP
Karen Rudy, CPS/CAP
Valley West
Sandy Chismark
Karen Hanrahan, CPS
Barbara Littlepage, CPS
Margaret Lojas, CAP
Lorraine McGraw
Norene Miel, CPS/CAP



Congratulations to the following chapters that attained Chapter of Excellence for 2010-11:

- City of Lights
- Kachina-East Valley
- Scottsdale
- Valley West



Make sure all of your documentation is done for this year to receive your Member of Excellence! Also, support your chapter board as they go for the Chapter of Excellence!
We are all Making the Leap to Remarkable together!



Chapter Information: Check out these great trainings at all of our chapters! Make it a goal to attend one at a Chapter near you and invite others to attend your Chapter events! Also, the submission of this information makes all chapters listed one step closer to “Chapter of Excellence” designation! Thanks for all your hard work and great programs you have developed for this year.

Kachina-East Valley Chapter
Tempe, AZ

Meetings are held on the second Tuesday of each month, excluding February 2012 (Valentine’s Day)

Location: Fiesta Resort Conference Center
Galleria A & B, 2100 S. Priest Drive,
Tempe, AZ 85282

Registration: 5:30 p.m.
Dinner: 6:00 p.m.

Date	Topic/Presenter
Sep 13	Business Solutions for Greater Productivity Karen Thomas Avery Dennison
Oct 11	The Myths of Change Kirk Wilkinson Speaker and Author
Nov 8	Successful Meetings Mary E. Young, CMP M.Y. Events, Inc.
Dec 13	Holiday Social Hosted by Laura Scheller, CMP VP/ Site Coordination
Jan 10	Lead, Laugh . . . or Get Out of The Way June Cline Communication Expert
Feb 21	Are Your Butterflies in Formation? Danny Valenzuela, CPM, DTM Transition Execs
Mar 13	How To Succeed...with Humor Jodi Weisberg, Comic
Apr 10	SharePoint Applications New Horizons Computer Learning Center
May 08	Annual Meeting/Election of Officers
Jun 12	Installation Banquet/Member Recognition

Valley in the Sierras
Reno, Nevada

Meetings are on the second Tuesday of each month

Location: International Game Technology (IGT)
cafeteria

Cost: Members can purchase the catered dinner (\$15) which includes salad, entrée, and dessert; they can bring their own dinner; or they can attend without dinner.

Networking begins at 5:30, followed by dinner, speaker, and business meeting.

The Valley in the Sierras’ August Planning Meeting was very successful—we are Making the Leap to Remarkable. We evaluated past goals, established new goals for 2011-2012, decided upon program topics based on survey requests by members, and developed our Business Plan.

Our goals include membership, meetings, certification, community service projects, and, of course, Pathways to Excellence. Becoming a Chapter of Excellence is a new goal for our Chapter, we are excited about the challenge and know that we will earn this distinction.

- Sep Business Etiquette-The New Rules in a Digital Age
- Oct Leadership Training
- Nov Updating Skills (Microsoft Product Training)
- Dec Annual Christmas Party
- Jan Learning Styles, Office Products Showcase
- Feb Communication
- Mar Working with Others
- Apr Motivational speaker, along with the Value of IAAP Membership.

If you are ever in Reno on a meeting day, remember, you are welcome to join us!

Valley in the Sierras members hope everyone in the Arizona-Nevada-New Mexico Division will Make the Leap to Remarkable in 2011-2012. See you in Las Vegas in June.

Las Vegas Valley Chapter
Las Vegas, NV

Chapter meetings are on the third Tuesday of the month

Date **Topic/Presenter**
Jul 19 25 Ways to De-Stress, Stay Positive and Conquer Negativity in Life & Business
 Betty Mahalik, Dynamic Solutions.

Betty taught how to be stress-less and enjoy life (and work) more. She included time management tips as a copying strategy.

Aug 16 Effective PowerPoint Presentations
 Dave Ross.

A PowerPoint should be an aid to the speaker, not a "pretty picture" for the attendees. We learned new ways to look at the presentations, how to create them differently and the importance of them being bland as various colors trigger different reactions.

Sep 20 Secrets of Spectacular Small Talk
 Dr. Loren Ekroth (aka Dr. Conversation).

Dr. Conversation will present little-known yet powerful conversation skills to change our small talk from underwhelming to outstanding.

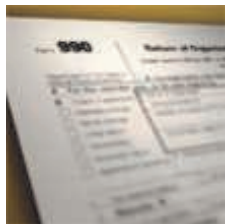
Oct 18 You Are More Than Enough
 Judi Moreo, CSP.

Judi will be the speaker for our recruitment meeting and we are excited about that. She is a dynamic speaker that holds your attention completely with a great message.

Jan 17 Topic To be determined
 Joan Burge, Office Dynamics.

May 15 SharePoint Basics
 Scott McClung.

Scott will be teaching us the basics on how to use SharePoint.



DON'T FORGET!
IRS Form 990
Deadline for filing this form is
November 15.
Several chapters have lost their nonprofit
status for not filing this form.
Be sure Chapters comply with
this IRS regulation.

Is your Chapter information current on the IAAP Website? Make sure you update it as soon as possible so potential members will contact you directly!!

<http://www.iaap-hq.org/about/chapter-locator/submit>

City of Lights Chapter
Las Vegas, NV

Chapter meetings are on the third Monday of each month

Location: National Security Technologies
 2621 Losee Road

Time: 11:30 am

Cost: Free

Date **Topic/Presenter**
Sep 17 Changing Places, Changing Faces
 Jill Morrissey, OfficeTeam

Our speaker Jill Morrissey with Office Team will discuss how recent shifts in the workplace are impacting administrative assistants and employers. She will also discuss how to manage the changes.

Tentative topics for the rest of the year


- Oct** A New Twist on Teambuilding: Team Bonding
- Nov** Emergency Preparedness in the Workplace
- Dec** Holiday Event
- Jan** It's a New Year, Make it Matter
- Feb** Heart Smart: Stress Hurts
- Mar** Black History Month- Racial Diversity in the Workplace
- Apr** Hop to it, Clean up that Office
- May** Elections & Blooming in your Career
- Jun** Installations and Presidents Awards Banquet

The Chapter is finalizing our programs for the remainder of the year. We are looking at an exciting 12 months with diverse topics, we just need speakers confirmations. We are bringing in Office Team an other subject matter experts to share their wealth of knowledge.


Training
 Knowledge
 useful abilities
 backbone of co
 required for a tr

Chapter Events
Reasonable Prices
 Your Local IAAP
 Just a phone call away! Register Now!
 You pay to be a member, now reap the benefits!

A FREE world-class education for anyone anywhere.
 The Khan Academy is an organization on a mission. This website is designed by a not-for-profit with the goal of changing education for the better by providing a free world-class education to anyone anywhere. All of the site's resources are available to anyone. It doesn't matter if you are a student, teacher, home-schooler, principal, adult returning to the classroom after 20 years, or a friendly alien just trying to get a leg up in earthly biology. The Khan Academy's materials and resources are available to you completely free of charge.
<http://www.khanacademy.org/>



Knowledge is Power! Use this link to learn!
 Do you feel like you're using Word, Excel, PowerPoint, and OneNote the same way version after version, or have you avoided using one of these apps because you don't know how? And you know there's so much more Office could be doing for you if only you knew how to access it? No more! Straight from the secret lairs of Microsoft Office Labs here he comes, our ol' friend from Office 2003, Clippy will save the day! Enjoy Ribbon Hero 2: Clippy's Second Chance.: a **FREE** resource to help you learn the new 2010 Microsoft ribbon.
<http://www.ribbonhero.com>



Get started with Office 2010
 Whether you are a new to Microsoft Office or just updating your skills, the Office 2010 Getting Started site has tools and quick information to update your MS Office skills quickly. Little time? Well, these are **FREE** short videos—find a minute, learn a lot...
<http://office.microsoft.com/en-us/support/training-FX101782702.aspx>



FALL CONFERENCE
Fall Forward Hot Topics for Tomorrow's Workplace
OCTOBER 9-12

Event Venue: Sheraton San Diego Hotel & Marina.
 This 2½ day conference provides opportunities to network, share ideas, problems and solutions with other admins. You will have the opportunity to learn from top-notch presenters and return to your job with new knowledge and ideas and a renewed energy and vitality. *Rooms are available in the Bay Tower, which is a 5-7 minute walk to the Meeting Space in the Marina Tower. Group rate is no longer available. Subject to Availability. For more information go to <http://www.iaap-hq.org/events/conferences/fall>



DEFAM 2011 MEMORIES



What a trio!
Patti Speer,
Brian Stucki, &
Michelle Johnson



We were here, where were you?
Julia Perkins, Betti Miller, Jennifer Ingram



This is a great event!
Donna you're team is awesome!
Linda Reckaway & Donna Gonzales



Earlene DeVoll & Tina Gilbertson
(yes, it's her mommy!)



Ok, our bellies are full, now we
can get down to business!
Karen Rudy, Deborah Geyer,
& Barrett Shaw



Smile for the camera!
Jennifer Mankins & Holly Cox

Tell a story with YOUR PICTURES HERE!!! Send us your photos and they may be featured in the Southwest Communiqué.
Send photographs with captions (names listed left to right) to tina.iaap@gmail.com.

Know who to contact if you have questions!

Office	Name	Email	Division Liaison to:
President	Patti Speer, CPS	speerv@aol.com	Mohave Sandia Retirement City of Lights
President-Elect	Lori McGraw	Lmcgraw@fedins.com	Members At Large Kachina-East Valley
Vice President	V. Tina Gilbertson	tina.iaap@gmail.com	Mesilla Valley Oasis San Xavier
Secretary	Beth Coughenour, CPS/CAP	bethcoughenour@yahoo.com	Valley West Valley of the Sun Albuquerque
Treasurer	Barrett Shaw, CPS/CAP	shawb@nv.doe.gov	Las Vegas Valley Valley of the Sierras

Committee	Chair	Email
Audit/Financial Review	Glenda Austin, CPS/CAP	president@lvvalley-iaap.org
Bylaws & Standing Rules	Brian Stucki	bjstucki@gmail.com
Certification	Michelle Johnson, CPS/CAP	mmjcap@asu.edu
Membership	Beth Nehring	beth1003@cox.net
Committee on Nominations	Margaret Lojas, CAP	Margaret.lojas@phoenix.gov
Retirement Trust Foundation	Sandy Kowalec, CPS/CAP	koalask@cox.net
Webmaster	Diane Rogers, CPS/CAP	diane.rogers@phoenix.gov

Articles Submission

Anyone can contribute articles, ideas, quotes to share with our members, please email submissions to tina.iaap@gmail.com

Southwest Communiqué Newsletter 2011-12

Submission Deadlines

Edition	Date	Release
Nov. 2011	Tue. Oct. 25, 2011	Nov. 15, 2011
Jan. 2012	Tue. Dec. 15, 2011	Jan. 15, 2012
Mar. 2012	Tue. Feb. 25, 2012	Mar. 15, 2012
Jun. 2012	Tue. May. 25, 2012	Jun. 15, 2012

Designer/Editor: V. Tina Gilbertson