



**66TH**  
**KANSAS DIVISION ANNUAL MEETING**  
**June 19 -21, 2009**  
**Topeka, Kansas**



**Lights! Camera! Action!**

**Brought To You By**  
**Kaw Chapter**  
**and**  
**Kansas Division**

**Holiday Inn**  
**Holidome**  
605 Fairlawn Road  
Topeka, KS 66606

# Annual Meeting At A Glance

## SCHEDULE OF EVENTS

### FRIDAY – JUNE 19

- 12:00 - 5:30 p.m. **Registration in the Courtyard**  
1:30 - 4:30 p.m. **Trips and Tours** (Host Chapter Event)  
Great Overland Station, Brown vs. Board, Gage Park  
6:00 - 6:30 p.m. **First Timers' Orientation**  
Snyder's Cabin in Cage Park  
6:30 - 9:00 p.m. **Opening Event** (Host Chapter Event)  
Snyder's Cabin in Gage Park  
**Silent Auction Begins**

**\*\*\* Take your Silent Auction items to Opening Event**

### SATURDAY – JUNE 20

- 8:00 - 9:00 a.m. Registration  
8:15 - 8:45 a.m. Delegates' Briefing  
9:00 - 11:50 a.m. Business Session  
12:00 - 1:00 p.m. Certification Luncheon  
1:00 - 3:00 p.m. *Leadership for Excellence: Getting  
Past our Assumptions* (2 recert pts)  
**Blake West, Ed.D.**  
3:30 - 5:30 p.m. **Vendors' Mart**  
6:00 - 6:30 p.m. Networking  
6:30 - 10:00 p.m. Awards Banquet  
Silent Auction ends

### SUNDAY – JUNE 21

- 7:45 - 8:30 a.m. **Incoming Presidents' Meeting**  
9:00 - 11:0 a.m. *Succession Planning* (2 recert pts)  
**Karlena Rannals CAP**  
11:00 – 11:30 a.m. Passing of the Gavel and Wrap-up

## DRESS CODE FOR ANNUAL MEETING

- FRIDAY** Trips and Tours – casual  
Opening Event – casual  
**SATURDAY** Business Session – business attire (dress, slacks,  
pantsuit, dress shirt, no jeans)  
Certification Luncheon – business attire  
Workshop – semi-casual (no shorts/blue jeans)  
Banquet – semi-formal (cocktail, after-five, dressy)  
**SUNDAY** Workshop – semi-casual (no shorts or blue jeans)

**NOTE:** Kansas Division is following IAAP's policy of no perfume or other scents at any time during the Annual Meeting. Thank you.

## MENUS

### FRIDAY – JUNE 19

- Opening Event**  
Hors d'oeuvres

### SATURDAY – JUNE 20

- Breakfast** – On your own  
The Pantry Restaurant is available for breakfast and lunch.  
Michelle's is available for dinner.

### Certification Luncheon

- Chef Salad  
Rolls and butter  
Dessert  
Coffee or Iced Tea

### Banquet

- Chicken Cordon Bleu  
Salad  
Vegetable  
Rolls and butter  
Dinner Roll  
Dessert  
Coffee or Iced Tea

Bar – Michelle's Lounge (due to hotel regulations, drinks may not be carried into the banquet room.)

### SUNDAY – JUNE 21

- Breakfast** – On your own

## HOTEL INFORMATION

**Holiday Inn Holidome**  
**605 Fairlawn Road**  
**Topeka, KS 66606**  
**Phone: 785.272.8040**

Group Sales and Reservations  
800.822.0216  
Code: Kaw Chapter IAAP 6/19/2009  
Room rate is \$84 plus tax (total \$95.30)

Each person should make their own reservations directly with the hotel.

Room Block will be held until May 29, 2009

## Greetings from the Host Chapter



On behalf of Kaw Chapter IAAP, I welcome you to the 2009 Kansas Division Annual Meeting.

These past few months, our members have been making plans for **Lights! Camera! Action!** They are excited to offer you a great Trips and Tours event on Friday afternoon. We hope you'll come along as we tour the Great Overland Station, the Brown v Board of Education Historic Site, and conclude with a ride on the beautifully refurbished carousel and/or the train at Gage Park. You might also take a few minutes to stroll in the lovely Reinisch Rose Garden while you enjoy refreshments. The garden features 400 varieties of roses, which should be in full bloom in June.

Friday evening will be a memorable one. Sit back, relax (and eat popcorn!) as we take you through history of the "Silver Screen" with some very special movie clips. Stay tuned . . . there are more treats in store at our opening event.

We're pleased that you've chosen to join us in Topeka for what promises to be a great Annual Meeting. So bring your camera and get ready for **Lights! Camera! Action!** We will have a lot of fun, renew old friendships, and meet many new colleagues in our Kansas Division of IAAP.

*Judy Wilson CPS/CAP, Kaw Chapter President*

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## Greetings from Kansas Division



Come join us for the 66th Kansas Division Annual Meeting in Topeka! In our state's capital city the **Lights! Camera! Action!** will be focused on IAAP as we come together for a weekend of fun, learning and networking. Kaw Chapter has some exciting events lined up for us on Friday that I'm sure we'll all enjoy.

You are very important to us, and, more precisely, to the other members of IAAP. Each year we gather to trade ideas, learn from each other and share experiences, problems and solutions that only other like-minded professionals can understand. All this happens during the Kansas Division Annual Meeting. Reunite with the colleagues you met at other division events and meet members from other chapters. This is an excellent opportunity for education while networking with other administrative professionals, visiting with old friends, developing new friendships and enjoying the fun and entertainment.

Our business session on Saturday morning will be an opportunity to take care of division business, bylaws updates and elections. Even if you are not a delegate or alternate, be sure to attend your division's Annual Meeting and gain an insight into where our organization is heading as we hear the State of the Association report by International Treasurer Karlana Rannals CAP.

On Saturday afternoon we'll have an opportunity for shopping at the Vendors' Mart so bring your cash and credit card to support our retail vendors and fundraisers. Chapters are welcome to bring ways and means items and, of course, the division's Silent Auction will be going on from Friday evening to the Awards Banquet. Chapters and individuals are encouraged to donate items for the Silent Auction, and you're welcome to bid as many times as you like!

We're offering two workshops this year, each worth two CPS/CAP recertification points. Saturday evening we will celebrate our successes with a semi-formal banquet. Kansas Division is definitely practicing **Excellence in Action!**

**Something new this year!** Do you remember your first KDAM? Would you be willing to mentor a first-timer? This year we are introducing a first-timers' mentoring program. Mentors will sit with their first-timers at the business session, workshops, etc., show them the ropes and help them get the most from their first Annual Meeting. If you would like to volunteer for this program, just fill in that section on the registration form.

Return to KDAM this year, or experience it for the first time! All the features that attracted you to attend before are still there – with just as many great reasons to attend. You'll be glad you did – and so will the other IAAP members you'll meet. See you there!

*Bethel Banzhaf CPS/CAP, Kansas Division President*

# Host Chapter Events Friday – June 19

## Trips and Tours

**Cost: \$15**

Departs at 1:30 - 4:30 p.m.



Visit Great Overland Station, where history comes to life. After leaving the Great Overland Station, enjoy the drive past the Sumner School, which is an historic site.

Next stop is the Brown v Board of Education National Historic Site. A special Traveling Exhibit “Desegregation and Civil Rights Political Cartoons by Herb Block” will be at the Brown v Board of Education National Historic Site. Mr. Block is a thoughtful journalist and gifted cartoonist, who through his political cartoons, has been thinking about “the other guy” throughout his career.



No editorial cartoonist in American history has made a more lasting impression on the nation than Herb Block. This historical site has been visited by tens of thousands from over twenty countries around the globe. Some of the displays show information on the significant Supreme Court decision.



The last stop will be Gage Park where we will enjoy refreshments and tour the Reinisch Rose Garden. With over 6,500 plants, offering 400 varieties, the garden is in bloom from May through October. We will go back in time and you can ride the Carousel and/or the train through the park.

**Kaw Chapter looks forward to hosting you on these Kansas Division Trips and Tours!**

6:30 - 9:00 p.m.

## Opening Event

**Cost: \$15**

*(Silent Auction begins at 6:30 p.m.)*

## A Night At the Movies



Be sure to join us Friday evening for a memorable night.

After dinner (included), sit back, relax (and eat popcorn!) as we take you through history of the “Silver Screen” with some very special movie clips. Stay tuned . . . there are more treats in store at our opening event.



Be ready to enjoy an evening of entertainment and fun with **LIGHTS! CAMERA! ACTION!**

## Division Events

### FRIDAY – JUNE 19 (Snyder's Cabin, Gage Park)

6:00 - 6:30 p.m.

**First Timers' Orientation:** This is your opportunity to become familiar with the Annual Meeting program and discover the benefits you will gain from your participation.

### SATURDAY – JUNE 19

3:30 - 6:00 p.m.

**Vendors' Mart:** Support our vendors by shopping at their tables. Revenue from the table rent helps offset Annual Meeting costs.

## Workshops and Presenters

### SATURDAY – JUNE 19

1:00 - 3:00 p.m.

### ***Leadership for Excellence: Getting Past Our Assumptions***

**Blake West, Ed.D., President, Kansas NEA**

The most skillful leaders have developed “with-it-ness” - they understand relationships among individuals and what is going on in a classroom, boardroom, or other setting. Leaders must have an awareness of the interpersonal landscape. This presentation provides insights into strategies for becoming more effective in working with others and in being a leader through increased understanding of people and their motives – even oneself!

#### **About the Presenter: Blake West, Ed.D.**



Blake West has been a teacher for over 20 years. Most of those years were spent teaching mathematics and computer science at the high school level in Blue Valley Schools in Overland Park, Kansas. Blake has been a presenter at regional and national conferences on technology, mathematics, and leadership. In 1998, he was a winner of The Tandy Prize as an outstanding educator using technology in math, science, and computer science. He has published articles in several journals and in the 2003 book, *How to Ensure Technology Is Not Oversold And Underused*.

In the fall of 2001, he began a leave of absence from Blue Valley to serve full-time as the Vice President for Kansas NEA. His efforts in the areas of school improvement, funding for quality public schools, and building a strong profession of teaching have been his focus both in Blue Valley and through the NEA. Along the way in his career, he earned a doctorate in the first “Instructional Leadership” cadre at the University of Kansas. He helped develop and implement Blue Valley’s “new teacher” induction program, serving as a part-time peer assistant in 1997-1998. He has served on the NEA Professional Standards and Practices committee, the NCATE Unit Accreditation Board, and on a national task force studying quality issues around distance learning.

Blake continues to provide leadership for school improvement as chairperson of the Consortium of School Networks web committee, a reviewer of the Partnership for 21st Century Skills' project for NEA, member of the Kansas Learning First Alliance, and a member of an advisory panel for Microsoft and their educational foundation. He has recently been named to serve on the International Board of Reviewers to accredit teacher preparation programs abroad that are seeking to meet the high standards established by NCATE for U.S. programs. His work, both within Kansas NEA and through partner organizations, is focused on the goal of Great Public Schools for Every Child.

Cindy West, Blake's wife since 1979, is also a teacher – her specialty is early childhood education. Their son, Joshua, also works in Overland Park and serves in the Army National Guard Reserves. In Blake's spare time, he regularly performs organ recitals at the Community of Christ Auditorium and Temple in Independence, Missouri.

**Recertification Points Pending: 2**

## Workshops and Presenters Cont'd

SUNDAY – JUNE 21

9:00 - 11:00 a.m.

### ***Succession Planning***

**Karlana Rannals CPS/CAP, International Treasurer, IAAP**

Every day of our lives, in some way or another, we experience the opportunity to lead or to follow. In order for each of us to be successful in our professional and personal lives, it is essential that we are able to recognize the qualities of a good leader to be an active contributing member of the team, and to know when to lead and when to follow.

#### **About the Presenter: Karlana Rannals CAP**



Administrative Manager  
Rancho Santa Fe Fire Protection District

IAAP Chapter Palomar, California Division

IAAP Background Member since 1993

She is the Administrative Manager for the Rancho Santa Fe Fire Protection District and has been in her job for over 27 years.

Karlana received her CPS rating in 1991, achieved her CAP rating in 2003, and joined PSI (now IAAP) in 1993. She has served as Chair for Palomar Chapter's Administrative Professionals Day's Luncheon, served three years as Chapter Treasurer, two years Vice President, and two years as President.

At the Division level, she has served as the Coordinator for the 49<sup>th</sup> Annual California Division Meeting held in San Diego, elected Treasurer in term 2001-2002, 2002/2003, Vice President in term 2003-2004, President-elect in term 2004-2005, and President in term 2005-2006.

At the International level, 2006-2008 International Director, Southwest District; and in July 2008 elected to her current position as International Treasurer.

In addition to IAAP, Karlana has served in other leadership roles including a charter member and President of the *San Diego County Fire Chiefs Association – Administrative Section*; Treasurer for the *California Fire Chiefs Association – Administrative Fire Services Section* (Southern Division) from 1995 to 2002, and in 2003 was selected as the **Member of the Year**. She has served on the Board of Directors for the Trauma Intervention Program of San Diego County, a not for profit organization from 1993-2004 serving as President 2000-2004.

**Recertification Points Pending: 2**

## Additional Information

### CERTIFICATION LUNCHEON

In honor of our CPS and CAP holders and instructors. All registrants are welcome to attend.

### AWARDS BANQUET

Networking time is from 6:00 to 6:30 p.m. followed by dinner. This event celebrates Kansas Division's accomplishments for the 2008-2009 year and includes the installation of the 2009-2010 Kansas Division Board, plus awards and recognition of Kansas Division members and chapters.

### FIRST-TIMERS MENTORING PROGRAM (optional)

Mentors help first-timers navigate Annual Meeting and provide the first-timers a relaxed atmosphere to freely ask questions one-on-one with their mentor. Complete the line on the registration form to volunteer for this program.

### SILENT AUCTION

This is a Kansas Division fundraiser. Chapter donations will go to the highest bidder at the Saturday evening banquet. Please indicate on the registration form whether your chapter or members will be donating items so we can plan adequate space.

### CHAPTER WAYS AND MEANS

Chapters are welcome to bring fundraisers. Please complete the ways and means line on the registration form so we can plan appropriately.

### SPECIAL NEEDS?

Contact one of the co-coordinators listed below for any special dietary or other needs you may have.

### HOTEL INFORMATION

#### Holiday Inn Holidome

605 Fairlawn Road  
Topeka, KS 66606  
Phone: 785.272.8040 or Groups 800.822.0216  
Group Code: Kaw Chapter IAAP 6/19/2009

**Kansas Division is following IAAP's policy of no perfume or other scents at any time during the Annual Meeting. Thank you.**

The room rate will be \$84.00 plus tax (total of \$95.30). The host chapter has blocked a set of rooms until **May 29, 2009**. Each chapter or registrant is to make his/her own reservations directly with the hotel.

### Driving Directions to Topeka:

Kansas City or Wichita – Turnpike:

Take Turnpike to Exit 177 – South Topeka. Take 470 West to I-70 East to Fairlawn Road Exit (357B). Hotel is located at I-70 and Fairlawn Road.

From I-70 West (Manhattan) or I-70 East (Kansas City):

Take I-70 to Fairlawn Road Exit (357B). Hotel is located at I-70 and Fairlawn Road

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### Questions? Contact:

Co-coordinators: LaConja Herrick, Phone: 785.291.6468, e-mail: [LaConja.Herrick@bcbsks.com](mailto:LaConja.Herrick@bcbsks.com)  
Rhonda Lassiter CPS/CAP, Phone: 785.266.1847, 785.267.8407, e-mail: [rlassiter@cbtks.com](mailto:rlassiter@cbtks.com)  
Judy Wilson CPS/CAP, 785.266.3071, 785.266.4606, e-mail: [Judyw1017@aol.com](mailto:Judyw1017@aol.com)

Or

Kansas Division President: Bethel Banzhaf CPS/CAP, Phone: W:316.269.2137, H:316.684.6681, e-mail: [tatanda2@hotmail.com](mailto:tatanda2@hotmail.com)

# 2009 Kansas Division Annual Meeting Registration Form



**JUNE 19 - 21, 2009**  
**Topeka, Kansas**  
**Co-Hosted by Kaw Chapter**  
**and Kansas Division**



**Please complete one form for each registrant.**

IAAP Member Number \_\_\_\_\_ Member-at-Large \_\_\_\_\_ Non-member \_\_\_\_\_

Name \_\_\_\_\_ Nickname (for badge) \_\_\_\_\_

Spouse /  Guest Name \_\_\_\_\_ Nickname \_\_\_\_\_

Chapter and location \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City Zip

Employer \_\_\_\_\_ Daytime phone number (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

**Check all that apply:**

- First-time attendee Yes\_\_\_ No\_\_\_
- Attending First Timers' Orientation Friday Yes\_\_\_ No\_\_\_
- Incoming chapter president Yes\_\_\_ No\_\_\_
- I am willing to mentor a first-timer Yes\_\_\_ No\_\_\_
- Special needs (dietary, etc.) \_\_\_\_\_

- \_\_\_\_ **Chapter Delegate**
- \_\_\_\_ **Chapter Alternate**
- \_\_\_\_ CPS Holder
- \_\_\_\_ CAP Holder
- \_\_\_\_ Division Officer
- \_\_\_\_ Past Division Officer
- \_\_\_\_ International Officer
- \_\_\_\_ International Committee Member

**ATTN CHAPTER PRESIDENTS:**

- Bringing a Silent Auction item Yes\_\_\_ No\_\_\_
- Need chapter ways and means accommodation Yes\_\_\_ No\_\_\_

**1. Full Annual Meeting Registration:** Includes business session, Certification Luncheon, Awards Banquet, workshops

	Early Date by May 29	Regular Date by June 12	\$ Amounts
Member	<input type="checkbox"/> \$85	<input type="checkbox"/> \$90	_____
Non-member	<input type="checkbox"/> \$95	<input type="checkbox"/> \$100	_____
Student		<input type="checkbox"/> \$40	_____

**2. Additional Friday Events:** Costs **NOT** included in "Full Registration"

- Trips and Tours \$15 each x \_\_\_\_\_ number of guests \_\_\_\_\_
- Opening Event \$15 each x \_\_\_\_\_ number of guests \_\_\_\_\_

**3. Options for Guest/Single Event Registrants:** These items are already included in "Full Registration"

- Certification Luncheon \$15 each x \_\_\_\_\_ number of guests \_\_\_\_\_
- Saturday Workshop \$25 each x \_\_\_\_\_ number of guests \_\_\_\_\_
- Banquet \$20 each x \_\_\_\_\_ number of guests \_\_\_\_\_
- Sunday Workshop \$25 each x \_\_\_\_\_ number of guests \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

**REGISTRATION:** Early Deadline: May 29, 2009 Regular Deadline: June 12, 2009

**Mail registration form and check to:** Carol Zamaitis, 11300 W. 136<sup>th</sup> St., #311, Overland Park, KS 66221

**Make checks payable to:** KS Division IAAP. No credit card registrations.

**No refunds or credit:** Substitutions allowed.