

About IAAP

International Association of Administrative Professionals® (IAAP) is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

IAAP's Core Values

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

To learn more, please visit our website:
www.iaap-iowanebraska.org

*Hawkeye Chapter
Est. April 6, 1942*

Hawkeye Chapter IAAP
Patti Hawxby, President
Principal Financial Group
711 High Street
Des Moines, IA 50392-5330



You are invited...

Administrative Professionals Day Luncheon

***"Tasting
Strawberries"***
by
Polly Carver-Kimm

*Wednesday, April 21, 2010
11:00 am - 1:00 pm*

Airport Holiday Inn
6111 Fleur Drive
Des Moines, Iowa



International Association of
Administrative Professionals®

Tasting Strawberries

Polly will talk about staying positive during hard economic times and pursuing opportunities that present themselves throughout your career.



Polly Carver-Kimm, BS
Public Information Officer
Iowa Department of Public Health

Polly Carver-Kimm is a life-long Iowan and graduate of the University of Northern Iowa, where she received a Bachelor's Degree in Radio/Television Journalism. After 23 years in broadcasting (20 of them in Des Moines), Polly began a career in Public Health as Public Information Officer for the Iowa Department of Public Health. As such, she is responsible for departmental communications and media relations.

As a journalist, Polly served as President of the Iowa Broadcast News Association and Regional Director for the Radio/Television News Directors Association. She is also a past recipient of the national Edward R. Murrow award for radio reporting. Since joining the Iowa Department of Public Health in 2007, Polly has been awarded the top honor for Risk Communication by the National Public Health Information Coalition twice - in 2008 for her work during the Iowa Floods and in 2009 for her work with the spring H1N1 outbreak.

Polly and her husband of 21 years have three children who keep them hopping with their many activities: Tara (18), Kaitlin (15) and Trevor (12).

Agenda

Wednesday, April 21, 2010

- 11:00 a.m. Registration
- 11:15 a.m. Welcome & Opening Remarks
Thought for the Day
- 11:30 a.m. Luncheon
- 12:15 p.m. "Tasting Strawberries"
By Polly Carver-Kimm, BS
- 12:45 p.m. Door Prizes & Closing

Menu

Sliced Cured Ham or Pecan Chicken
Mini White Potatoes w/Butter and Parsley
Green Beans
Tossed Salad
Rolls/Butter
Coffee/Tea/Milk/Water
Strawberry Signature Cheesecake

Registration Form

Registration Deadline is April 12, 2010
(One form per person; duplicate for additional forms)

Name _____

Company Name _____

Address _____

Phone _____

E-mail _____

Cost: \$23 per person

Menu Choice - Check One

Sliced Cured Ham or Pecan Chicken

Make Checks Payable to: Hawkeye Chapter IAAP
(Sorry, we cannot accept credit cards)

Mail to:

Chris Lofdhal

4408 104th Street #3

Urbandale, Iowa 50322

Direct Inquiries to:

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Hawxby.Patti@Principal.com

(Guests welcome. Please copy and share with your friends.)