

National Staff

BPA's National Staff is here to assist you in getting the most out of NLC. They are able to answer questions and assist in solving problems. They are easily identifiable by their BPA polo shirts and khaki pants/skirts.

Kirk Lawson, Executive Director
Shawna Gfroerer, Director of Member Services and Events
David Coffman, Director of Educational Services
Sherrell Wheeler, National Officer Coordinator
Ric Cowles, Director of Finance
Virginia Payton, Accounts Payable & Receivables
Amy Hollingsworth, Director of Strategic Initiatives

Joe Ellis, Interactive Technology Specialist

CEAC

The Classroom Educators Advisory Council (CEAC) provides vital consultation regarding the WSAP and other classroom issues. Much thanks to all the CEAC members for their support.

Steve Cook, AK
Angie Hewes, DE
Patricia Forman, FL
Jane Brammer, FL
Tacey Keydon, ID
Kathie O'Brien, ID
Julianne Boudouris, IL
John Dawson, IN
Bill Peterson, IA
Reka Hinshaw, IA
Deb Jones, IA
Brian Morris, KS
Amber McNew, KS
Lynn DiSimoni, MA
Shelly Streich, MN
Nancy Stigen, MN
Eric Swenson, MT
Brenda Rudolph, MT
Brian Gurule, NM
Jennifer Kuykendall, NM
Heidi Grivas, OH
Janet Harris, OK
Christy Whitfield, OK
Deana Evans, TX
Sherrell Wheeler, TX
Sharon Shuler, TX
Scott Elza, WI

Board of Trustees

BPA is governed by a Board of Trustees. The Board sets policy and directs the operations. The 2010-2011 Board members are listed below:

Vickie Thomas, Chairperson
Karen Schmohe, Vice Chair
Brenda Jacobsen, Secretary
Clay Long, Treasurer
Linda Stoner-Torbert
Colleen Tollett
Joseph Hicks
Bev O'Connor
Anthony Dillon
Ronald Draayer
Brian Kelleher
Micah Hopper

SAAC

Much thanks to all the State Association Advisory Council (SAAC) members for their support.

Melissa Reese, AK
Lisa Stoner-Torbert, DE
Lynore Levenhagen, FL
Patrick Grady, FL
Sally Beezley, IA
Dona Orr, ID
Glenna Pyzik, IL
Kye-Anne Wilborn, IL-Chicago
Betty Hazlett, IN
Corey S. Seilger, IN
Emily Sanders-Jones, KS
Judith McKinstry, MA
Maurice Henderson, MI
Jacklyn Schiller, MN
Beverly O'Connor, MN
Eric Swenson, MT
Christine Phipps, NM
Barbara Trent, OH
H. Roger Fulk, OH
Kim Simpson, OK
Tom Gauthier, RI
Vickie Thomas, TX
John Ross, WI

NLC Host Committee

Your Host Committee has worked diligently to plan, prepare, and execute this conference.

Sally Beezley, Tour Desk
Paul Beezley, Tour Desk
Brenda Jacobsen, Interns
Dan Armstrong, Interns
Korky Williams, Registration, Hilton
Sandy Bain, Registration, Hilton
Kim Simpson, Registration, Omni
Bev O'Connor, Registration, Omni
Tim Garippa, National Officers
Ty Walker, Transportation Coordinator
Judy McKinstry, Competitive Event HQ
Maurice Henderson, Judges Orientation
CharMaine Hines, Judges Orientation
Kelly Williams, Judges Orientation
Christine Phipps, Competitive Event HQ
Donna Lowe, Grading Room
Nancy McAfee, Grading Room
Jerry Sue Berks, Room Set-Ups
Bill Dross, Tabulations
Don Erisman, Tabulations
Lynn Wells, Tabulations
Nate Cradit, General Sessions
VC Sandilands, T-shirt Desk
Robin Slutz, Competitive Event HQ
Dana Tarter, Competitive Event HQ
Mildred Woeridel, Open Events, Hilton
Vickie Thomas, Competitive Event HQ
Stefni Kueht, Competitive Event HQ
Diana Weber, Open Events, Hilton
Roger Fulk, Workshop Coordinator
Gina Hubbard, Competitive Event HQ
Kelly Munro, Open Events, Omni
Todd Chartier, Competitive Event HQ
Erin Kueht, Competitive Event HQ
Reka Hinshaw, APG Orientation
Clay Long, Legislative Activities Chair

Special Thanks

The members of Business Professionals of America give special thanks to the following groups of people who do so much to make this conference possible.

Thank you, BPA advisors, for your knowledge, service and support!

Thanks for National Leadership Conference support to:

Contest Administrators, Proctors and Graders
Student Interns.

Judges: Our special thanks to this dedicated group of individuals who have volunteered their time.

Board of Trustees: For your assistance in preparing for this conference and throughout the past school year.

Conference Host Committee: We thank each of the NLC Host Committee members for the numerous hours of hard work put into completing the many tasks necessary to make this conference run smoothly.

State and Local Chapter Advisors: Thank you for the dedication and support you provide to our membership.

National Alumni Association: Our thanks goes to the alumni members who are serving as judges, monitoring sessions, and assisting with the contests.

AICPA: Gold Sponsor

Shell: Gold Sponsor

National Technical Honor Society

Cybis Communications, Inc

CSI

Abe's Transportation

National Park Service

Washington Hilton

Marriott Hotels

Churchill Hotels

The Dupont Hotel

Omni Shoreham Hotel

Room with a View

Men's Warehouse: Tuxedos

Workshop Presenters and Facilitators

Conference Exhibitors

Competitive Event Sponsors

Lisa Stoner-Torbert

In 1999, the Delaware Association was forever changed when Lisa Stoner-Torbert was hired. Lisa started as a local advisor in BPA in the 1980s, and since then has become more and more involved in the organization. Lisa has led the entire Delaware Association of Business Professionals of America with enthusiasm, courage, determination, and dedication. She has successfully coordinated thirteen State Leadership Conferences, thirteen State Officer Leadership Teams, and assisted the Delaware Association growth to thousands of members. Under her direction, the Middle Level Division of Delaware BPA has grown from single-digit chapters, to over thirty chapters in a few years.

Lisa is always quick to do anything she can to help those she serves. She has a great deal of knowledge when it comes to BPA, and always has the correct answer. She is also very caring of those who work with her. State Officers in Delaware consider her their second mother.

Under her advisement, Delaware has maximized its involvement in BPA, with national officers, awards and contests. Lisa does things not for her own personal gain; she does things for others in the organization. Lisa is a member of BPA's Board of Trustees. She has been someone that anyone can go to with anything, and she will find a solution. She is truly deserving of this award.

Outstanding Service Awards

Clay Long

Business Professionals of America prepares today's students to become tomorrow's business professionals. Clay Long is a shining example of how that transition can be made.

Even as a student Clay was a critical supporter of Idaho BPA at various conferences. Clay has served on State Officer Teams as well as the National Officer Team. Clay has interned with the Idaho Division of Professional-Technical Education and has directed their Joint Student Leadership Conference.

Clay has served as the Idaho BPA State Officer Coordinator for the past five years. He has been instrumental in setting up a Winter Planning meeting for the officer team. During Clay's involvement with the business and marketing Professional-Technical Student Organizations he has pushed for involvement and participation from business and industry partners. He has recruited and retained numerous partners who provide scholarships, in-kind and cash donations totaling an estimated \$50,000.00.

Clay currently works as an account executive of the NBA D-League Idaho Stampede Basketball Team. He has made opportunities available to Idaho BPA students to attend sports entertainment marketing workshops and participate in job shadows with the team.

Clay is a shining example of what our organization represents. He has demonstrated his dedication and passion for Business Professionals of America throughout his high school, college, and professional career.

Lois Flaig

Lois Flaig has been a BPA local advisor at Ridgewater College in Minnesota for 10 years. She has brought her chapter to the National Leadership Conference each year.

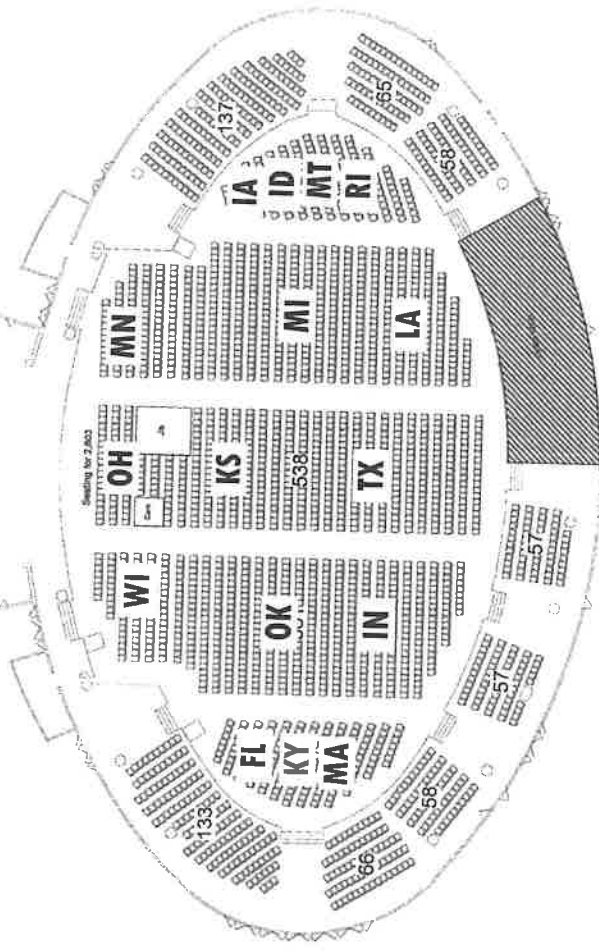
Lois has been critical for her chapter and state in the roles of member recruitment, officer training, fundraising and conference planning. She was the Minnesota Post-secondary Advisor of the year for 2011 and has been on the Minnesota BPA Board of Trustees since 2005.

Lois has been involved in the American Health Information Association, the Association for Health Care Documentation Integrity, Minnesota Business Educators, Inc., Compassionate Friends and Country Quilters.

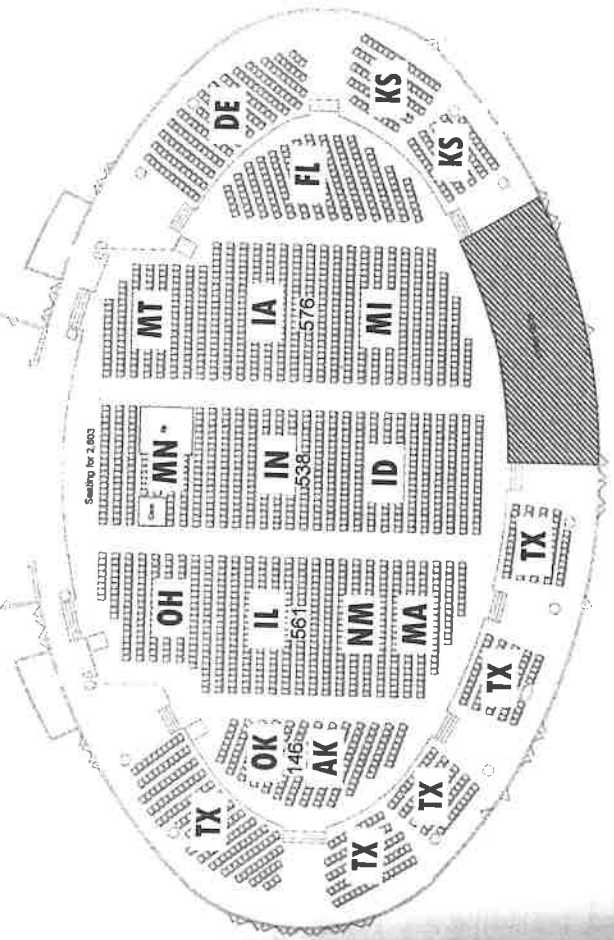
Lois is an innovator. She developed the “Amazing Challenge” for the 2011 Minnesota Post-secondary fall conference. This was the first time that the conference deviated from the “norm” of having breakout sessions and featured speakers. Lois spent countless hours working on this project and developed activities for students at the conference to be involved in including activities in the areas of leadership, knowledge, teamwork and service. The conference reviews rated this as the BEST fall conference ever attended and Lois is busy planning the sequel.

Award Session Seating Charts

Post-secondary Awards Session



Secondary Awards Session



Risk Management Plan

TO: BPA Advisors
 FROM: Kirk Lawson, Executive Director
 SUBJECT: NLC Security and Disaster Recovery Plan
 DATE: May 4, 2011

The National Center of Business Professionals of America (BPA) is dedicated to hosting a safe and successful National Leadership Conference (NLC) in Washington DC.

Insuring the safety of our members is our first priority and can not be assumed to be the responsibility of the National Staff or the Risk Management Team. Each of us must be alert to potential problems and hazardous situations or behavior. If you witness something that you believe could endanger one of our members I trust you will take action immediately to address the problem and request aid from other sources as needed. This Risk Plan is intended to provide guidelines for action as well as important contact information.

Here are some important safety facts about the conference:

- Copies of the plan will be available in conference headquarters, registration, and competitive event headquarters, as well as through the Director of Member Services & Events and the Executive Director.
- State Advisors will be given contact numbers for the Director of Member Services & Events, the Executive Director and other disaster team members.
- State Advisors will be encouraged to provide their cell phone or pager numbers (not mandatory) to be included in each of the plan copies available at the NLC.
- Please report all safety incidents/concerns and accidents to Ric Cowles, Director of Finance. Ric will be available at the NLC Finance Desk located in the Omni Shoreham.

Security

Hotel security will be on staff each night walking the floors of the hotels. Hired security will also be present at the Opening Session and Awards Session.

Wristbands

- In addition to nametags, the 2011 NLC will feature a required plastic wristband. Here are some key points to remember and remind your students about the wristband:
- Bands must be worn at all times.
- There will be no admittance to any function without a wristband.
- Nametags are still required, but the wristband is the must for admission to any event. Nametags remain mandatory for

Marriott Courtyard Dupont

Dial 0 for the front desk or 911 in an emergency (no need to dial '9' or any other number to get an outside line when calling 911).

Marriott Wardman Park

General Emergency Information

- In case of emergency, the phone extension in our facility that should be dialed is 30.
- For security, in a non-emergency situation in our facility the phone extension that should be dialed is 11.
- The primary person responsible for handling emergency procedures for our facility is the Director of Loss Prevention or his/her designated representative.
- If a guest dials 911 in our facility an alarm alerts in-house Loss Prevention that 911 was dialed from that extension and Loss Prevention will respond/contact the room.
- All hotel staff members are required to wear name badges.
- The hotel has a wellness check procedure in place if a guest does not respond to a wake-up call.

Physical Security Information

- In case of evacuation, there are designated locations where attendees are directed.
- Our hotel conducts evacuation drills.
- Our hotel uses additional security precautions when the Department of Homeland Security threat level is elevated to orange or red.
- Our hotel has CCTV surveillance systems, with digital video recording system that is monitored 24 hours a day by our Loss Prevention Staff.
- Guest rooms are equipped with electronic locks, deadbolts, and night latches.
- The hotel has controlled access to the hotel's restricted areas, including air-handling systems, fire systems, emergency exits, and fighting.

Omni Shoreham

In case of an emergency, the phone extension in your facility that should be dialed is #55 or "0" for the PBX Operator.

Raphaello McKeythorn, Director of Loss Prevention is primary person responsible for handling emergency procedures for the Omni Shoreham Hotel.

Non-Emergency phone number is 202-756-5177. The Omni Shoreham's Manager on Duty is trained on the following: CPR, First Aid, Disaster Preparedness, Heimlich Maneuver

Medical Facilities

Hospital: George Washington University Hospital
 900 23rd St NW Washington DC 22037

Urgent Care: Farragut Medical Travel Center
 815 Connecticut Ave. NW

24-hour Pharmacy: Rite Aid
 1815 Connecticut Ave NW

24-hour Pharmacy: CVS Pharmacy
 Dupont Circle

2011 National Leadership Conference

Medical Insurance

For conference accidental insurance, you will need to contact Ric Cowles, Director of Finance at Business Professionals of America for the Nationwide Insurance policy number and mailing instructions. Ric will be available on-site at the NLC Finance Desk located in the Omni Shoreham or after the conference at 614-895-7277. The insurance is supplemental, and applies only after attendees primary insurance has been exhausted.

Information to be submitted:

- Name of Insured:
- Business Professionals of America
- Date and time of accident
- Location of accident
- Medical service company

On-Site Conference Plan 2011

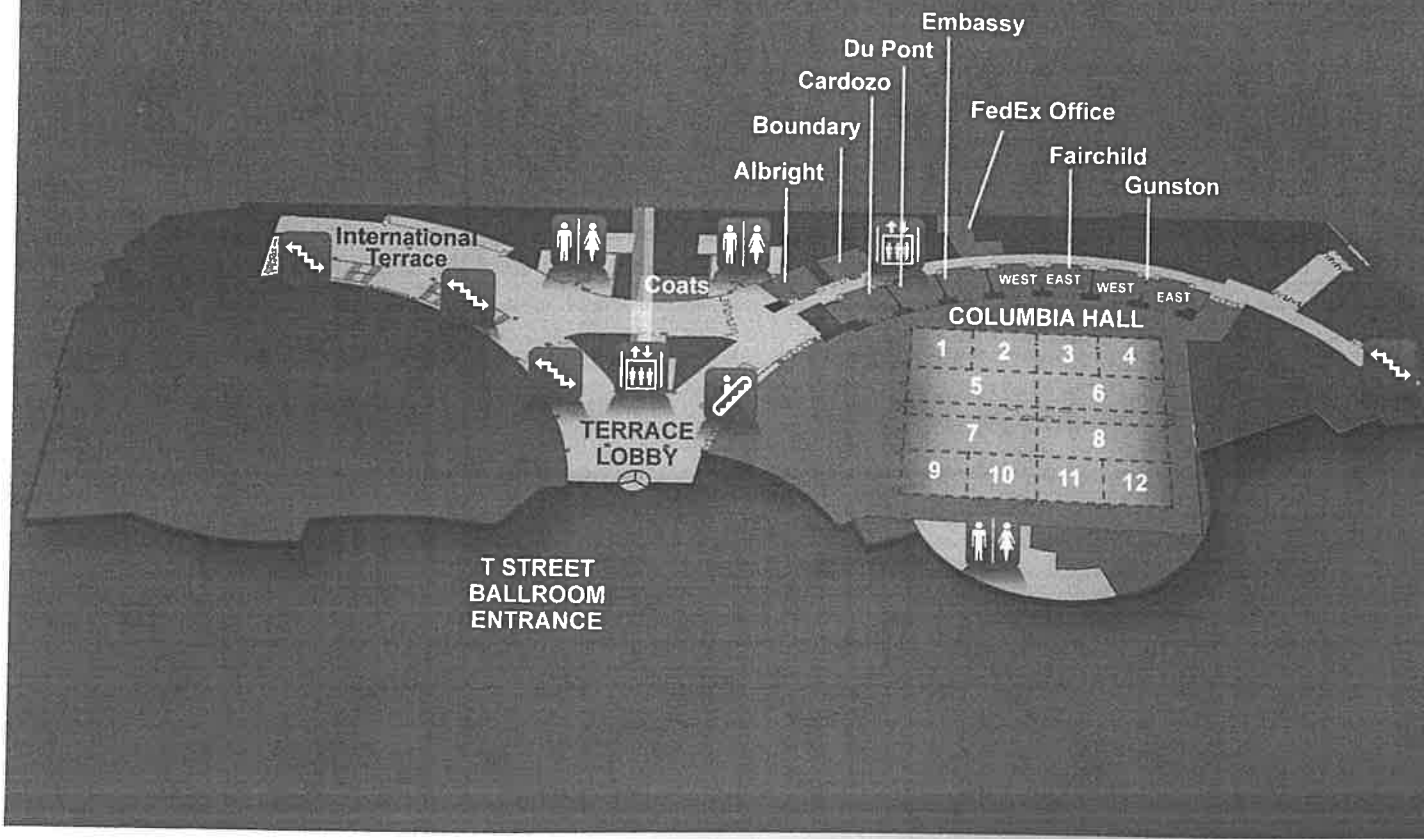
In the event of a natural disaster (fire, tornado, or other acts of God) or on-site emergency (student, advisor, guest or staff injury, explosion, external threat, ect.), the Executive Director is the only authorized on-site spokesperson prior to the time when the Chairman of the Board arrives on-site. Evacuation plans, staff assignments, and media communications are the discretion of the Executive Director, in conjunction with the Chairman of the Board and Director of Strategic initiatives or designee.

Communication Strategy

Timing is the key element in handling a risk. In the event of disaster or emergency, the Risk Team chairperson will call a meeting of the Risk Team to ascertain the facts and determine the appropriate course of action. On-site Risk Team members are:

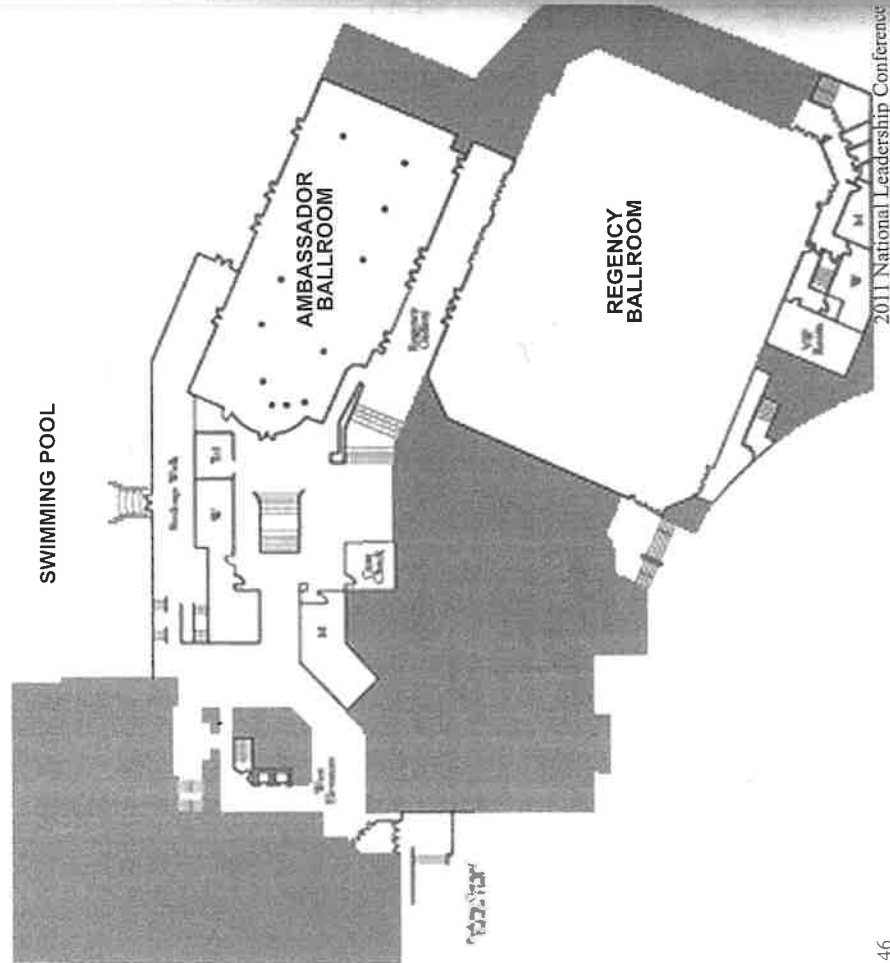
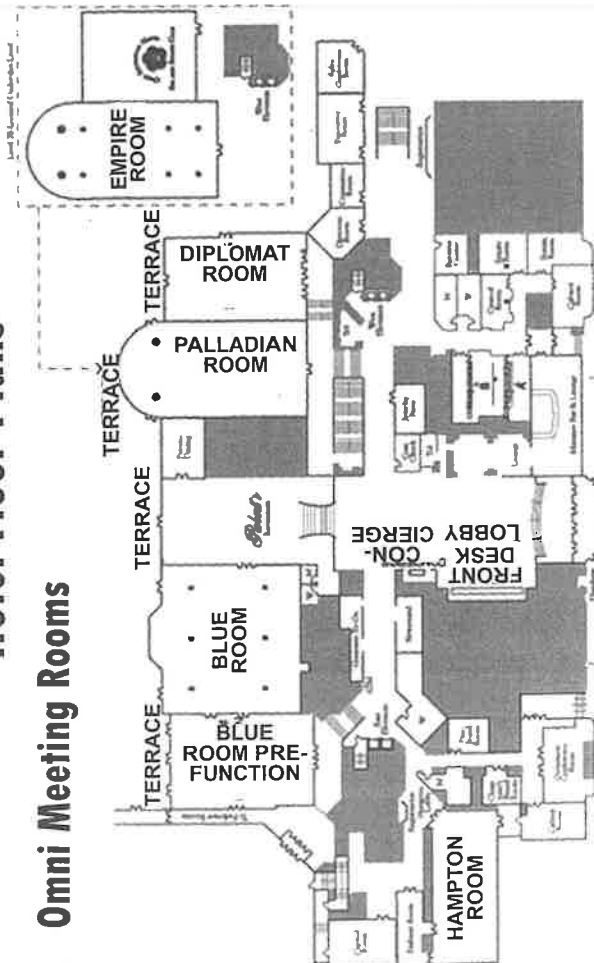
- Kirk Lawson, Executive Director/Risk Team Chairperson
- Vickie Thomas, Chair of the Board
- Ric Cowles, Director of Finance
- Sherrell Wheeler, National Officer Advisor
- David Coffman, Director of Educational Services
- Shawna Gfroerer, Director of Member Services & Events
- Amy Hollingsworth, Director of Strategic Initiatives
- Glenna Pyzik, SAAC Chair
- Site Facility Manager
- On-site Property Security Director/Manager

Hilton Terrace Level

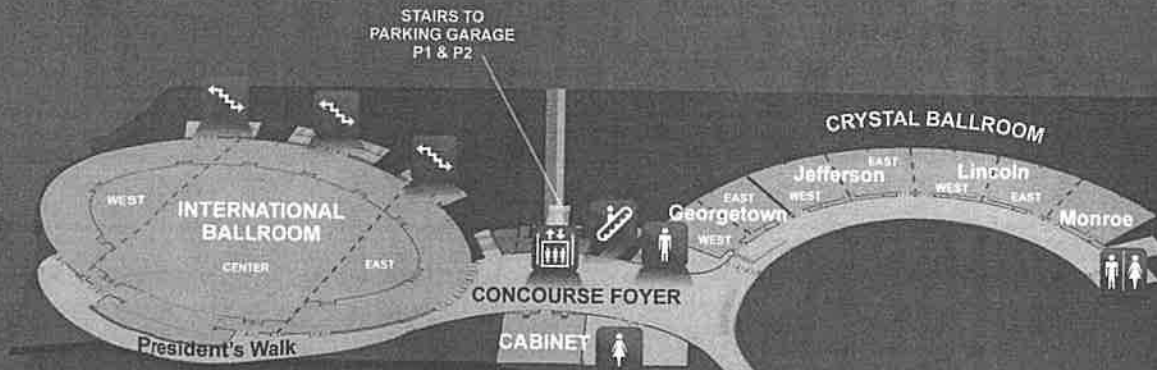


Hotel Floor Plans

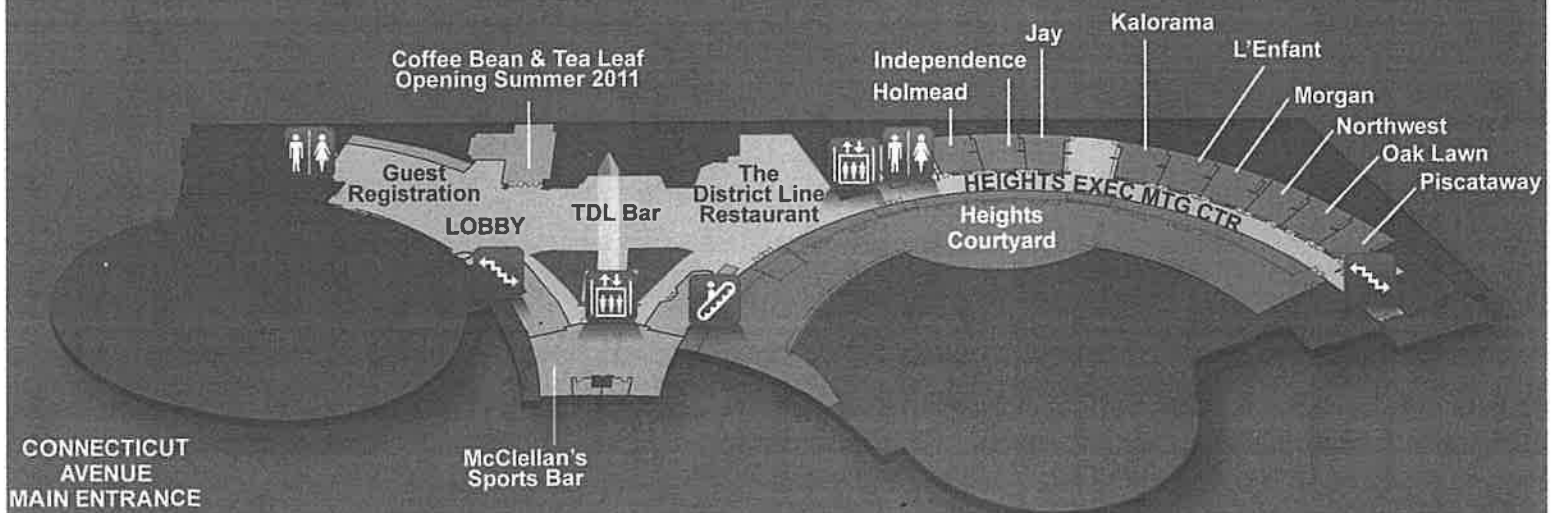
Omni Meeting Rooms



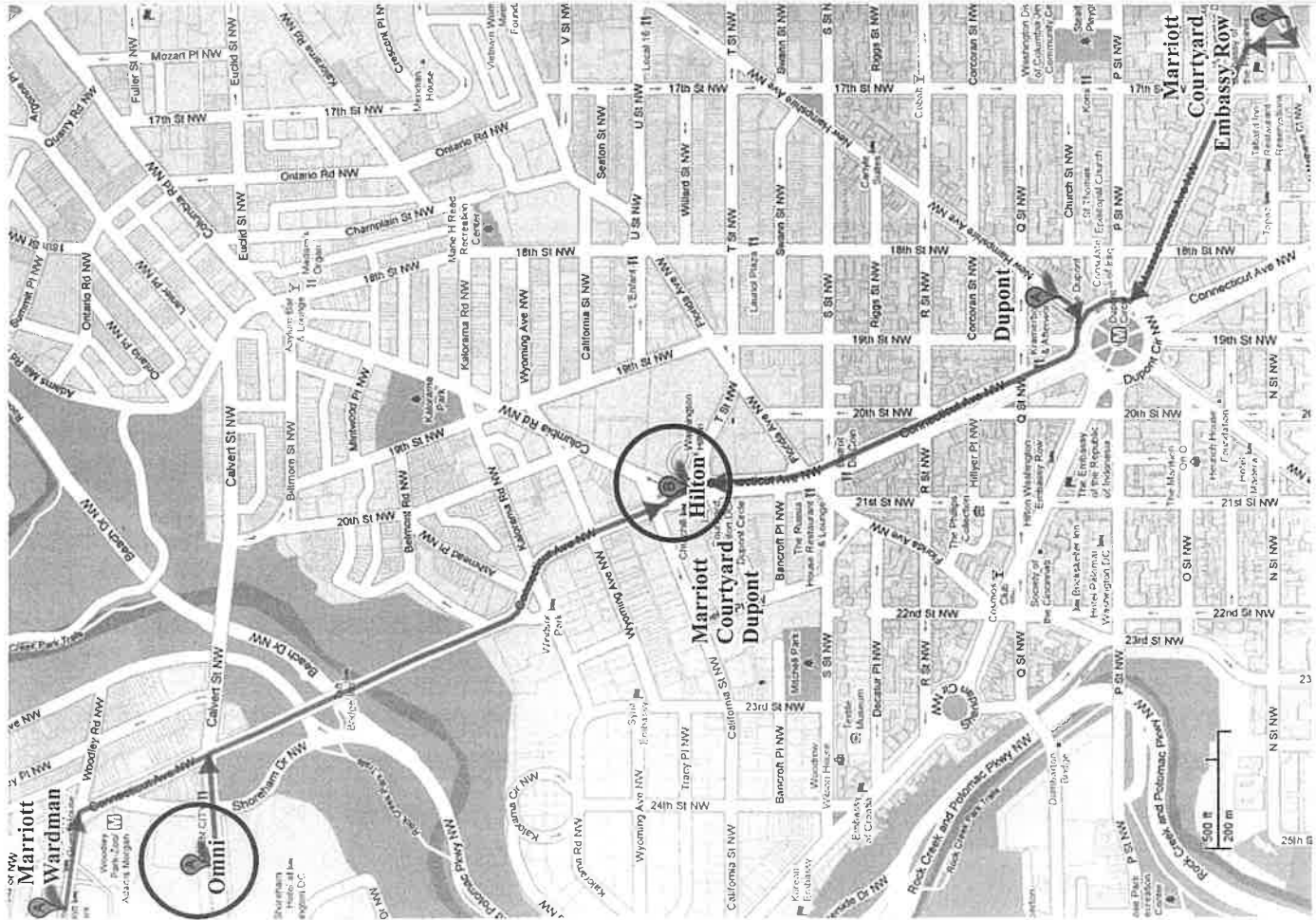
Hilton Concourse Level



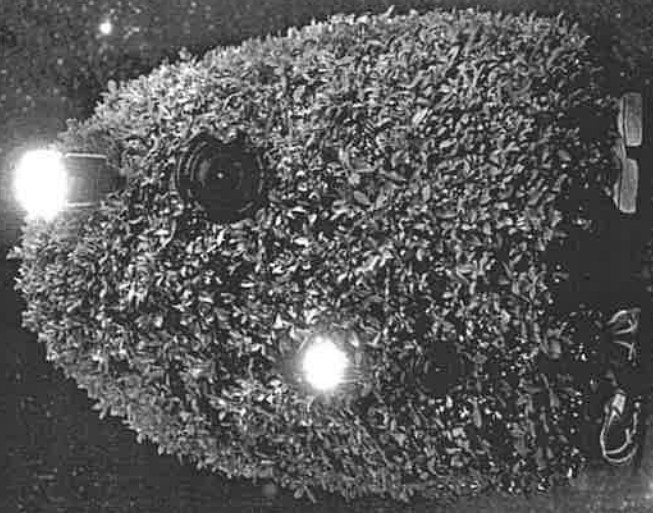
Hilton Lobby Level



Walking Map to the Hilton



CPA does not stand for Celebrity Paparazzi Antagonist



It stands for something that covers people's assets, not their daily lives:

Certified Public Accountant.

To explore the infinite opportunities in accounting—and all the perks that come with them—visit StartHereGoPlaces.com.

2010 Clearly Pretty Awesome Competition Winner: Jamie Nicholson, Caddo Mills, TX

START HERE, GO PLACES.

AICPA®