

*International Association of Administrative Professionals*  
Planning Committee Meeting  
March 14, 200x, 10 a.m.  
Conference Room B, Marriott Century Hotel

Shows  
attendees and  
absentees

**Present:** Angel Bautista, Greg Goddard, Arnulfo Hernandez, Frank Huyten, Mila Roon, Ellen Schuster, Emeline Yong  
**Absent:** Dan Galloway

**Call to Order/Approval of Agenda/Approval of Minutes**

The meeting was called to order by Chair Ellen Schuster at 10:05 a.m. The agenda was unanimously approved as distributed. Minutes from the February 1 meeting were read and approved.

Notes approval  
of agenda and  
describes dis-  
position of pre-  
vious minutes

**Reports of Officers and Committees**

Emeline Yong reported on convention exhibits and her desire to involve more companies and products during this year's international convention. Discussion followed regarding how this might be accomplished.

MOTION: That IAAP office staff develop a list of possible convention exhibitors. The list should be submitted at the next meeting. (Bautista/Huyten). PASSED 7-0.

Summarizes  
discussion;  
does not record  
every word

**Unfinished Business**

Angel Bautista and Greg Goddard reviewed the information distributed at the last meeting about hotels for the Denver conference. Angel said that the Brown Palace Hotel has ample conference rooms and remodeled interiors. Greg reported that the Adams Mark Hotel also has fine banquet facilities, meeting facilities, and rooms at \$169 per night.

MOTION: To recommend that IAAP hold its International Convention at the Adams Mark Hotel in Denver, July 17-20, 2008. (Hernandez/Roon). PASSED 6-1.

Highlights  
motions  
showing name  
of person  
making motion  
and person  
seconding it

**New Business**

Summarizes new  
business and  
announcements

The chair announced three possible themes for the convention, all of which focused on technology and the changing role of administrative assistants. Frank Huyten suggested the title "Vision Without Boundaries." The chair appointed a subcommittee of Frank and Angel to bring to the next meeting two or three concrete theme ideas.

Greg Goddard thinks that IAAP should be doing more to help members stay ahead in the changing workplace. He suggested workshops to polish skills in word processing, project management, Web research, presentations, and scheduling software.

MOTION: To recommend to IAAP that it investigate offering fee-based technology workshops at the national and regional conventions. (Roon/Yong). PASSED 5-2.

Records meeting  
adjournment and  
next meeting date

**Adjournment**

There being no further business, it was moved, seconded, and carried that the meeting be adjourned. The meeting was adjourned at 11:50 a.m. by Ellen Schuster. The next meeting will be held on April 15 at 10 a.m. at the Marriott Century Hotel.

Respectfully submitted,

*Greg Goddard*

Greg Goddard, Secretary

Shows name  
and signature  
of person  
recording  
minutes