



The VASA Vision



The Virginia Administrative Support Association

“A DEDICATED TEAM COMMITTED TO PROFESSIONALISM”

“United We Stand” 2007 Training Conference & 20th Anniversary Celebration! Connecting Great Ideas & Great People



Highlights From Cover

VASA 20TH ANNIVERSARY
Conference Package Included

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The Virginia Administrative Support Association will host its 20th Year Annual Training and Anniversary Celebration on September 19-21, 2007 at the Holiday Inn, Koger Center South, Richmond, VA. You will not want to miss this special event! The Executive Board has a variety of training sessions and workshops planned that will provide each attendee with ten hours of training credits. This year's conference is extra special as all agencies under the Secretary of Public Safety are gathering to celebrate VASA's 20 years of success as Administrative professionals!

All attendees must complete a Travel Request form, get the required signatures, and forward your request to your respective agency head for approval. Rooms have been reserved for attendees to this conference at the state approved rate of \$81/night single or double occupancy. Please remember that our agency heads have requested that employees share rooms. To reserve your room, call **1-800-397-1034** no later than August 24, 2007 and make sure to tell them you're with the "VASA" Conference. You will need to furnish the hotel with a credit card number to hold your reservation and if you are sharing a room, please provide them with the name of the second person.

- ◆ Check in time is 3:00 PM and check-out time is 11:00 AM or before.
- ◆ Requests for early check-ins or late check-outs will be honored on a space available basis only.
- ◆ Rooms will not be held after 6:00 PM: therefore, should be guaranteed by a credit card or advanced deposit.
- ◆ You can cancel reservations or change reservation upon until 6:00 PM without being charged.

Hotel Directions: FROM WASHINGTON D.C. TRAVELING I-95 SOUTH TAKE EXIT 79* (POWHITE PARKWAY-195). KEEP TO LEFT AND FOLLOW POWHITE TO MIDLOTHIAN TURNPIKE (ROUTE 60-WEST). FOLLOW MIDLOTHIAN TURNPIKE 2 MILES TO KOGER CENTER BOULEVARD. TAKE RIGHT TO HOTEL.

FROM CHARLOTTESVILLE-TRAVELING I-64 EAST – TAKE EXIT FOR RT 288 S WILL BE ON THE RIGHT-JUST BEFORE THE 1-295 EXIT. STAY ON RT 288 ACROSS THE JAMES RIVER. SECOND EXIT AFTER RIVER CROSSING WILL BE MIDLOTHIAN TPK (RT. 60)...TAKE EXIT EAST. TRAVEL APPROX 4 MILES... YOU WILL SEE THE CHESTERFIELD TOWN CENTER MALL...GO TWO (2) ADDITIONAL BLOCKS...BE IN FAR LEFT HAND LANE AND TURN AT TRAFFIC LIGHT ONTO KOGER CENTER BLVD. HOTEL IS ON LEFT.

FROM VIRGINIA BEACH & RICHMOND INTERNATIONAL AIRPORT- TAKE I-64 WEST. FOLLOW SIGNS TO I-95 DO NOT TAKE I-295N. STAY ON I-95 NORTH TO POWHITE PARKWAY 195 (EXIT 79).* FOLLOW POWHITE PARKWAY TO MIDLOTHIAN TURNPIKE (ROUTE 60-WEST) FOR 2 MILES TO KOGER CENTER BOULEVARD.

VASA Conference Agenda 2007

Wednesday, September 19th

- 10:00 a.m. - 1:00 p.m. Registration**
- 1:00 p.m. - 1:30 p.m. Opening Ceremony—Presenting of Colors**
- 1:30 p.m. - 3:00 p.m. Training Session: Part I – “Working Smarter- How to Stand out, How to be Noticed” - Marja Lee Freeman**
- 3:00 p.m. - 3:30 p.m. Break - Visit Exhibitors**
- 3:30 p.m. - 5:00 p.m. Training Session Part II – “Working Smarter –How to Standout, How to be Noticed- Marja Lee Freeman**
- 6:00 p.m. - 7:00 p.m. Get Acquainted Social**
- 7:00 p.m. Dinner on Your Own**

Thursday, September 20th

Breakfast on Your Own

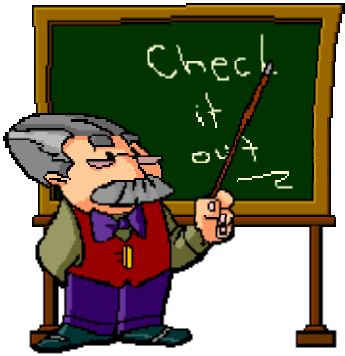
- 7:30 a.m. - 8:00 a.m. Registration**
- 8:00 a.m. - 10:00 a.m. Training Workshops (Choose One)**
- (1) “What’s it all About” by Patti Leigh Huffman-Chasse
 - (2) “Ambassadors of Excellence” by Marja Lee Freeman
 - (3) “Personal Development in Workplace/Dealing with Difficult People” by Lt. Kirk Marlow
 - (4) “Records Retention/Freedom of Information Act” by Thomas Wellman
- 10:00 a.m. - 10:30 a.m. Break - Visit Exhibitors**
- 10:30 a.m. - 12:30 p.m. Annual Business Meeting**
- 12:30 p.m. - 2:00 p.m. Lunch**
- 2:00 p.m. - 4:00 p.m. Training Workshops (Choose One)**
- (1) “What’s it all About” by Patti Leigh Huffman-Chasse
 - (2) “Ambassadors of Excellence” by Marja Lee Freeman
 - (3) “Personal Development in Workplace/Dealing with Difficult People” by Lt. Kirk Marlow
 - (4) “Records Retention/Freedom of Information Act” by Thomas Wellman
- 4:00 p.m. Exhibitor/Vendor Area Open**
- 4:00 p.m. - 5:00 p.m. Optional Workshop -Educational Opportunities for Administrative Staff**
Representatives from DHRM, other State Agencies, various Colleges and Universities
- 6:30 p.m. - 7:00 p.m. Social Hour or Banquet time**
- 7:00 p.m. - 9:30 p.m. “United We Stand” Banquet/Awards/Keynote Speaker**
- 9:30 - 12 midnight Entertainment - First Impression**

Please be advised that Conference Workshop subjects may change without notice.

VASA Conference Agenda 2007

Friday, September 21st

- 7:30 a.m. - 9:00 a.m. VASA Sponsored Breakfast Buffet**
- 9:00 a.m. - 10:30 a.m. Training Session: Part I - TBA**
- 10:30 a.m. - 10:45 a.m. Break**
- 10:45 a.m. - 12:15 p.m. Training Session: Part II- TBA**
- 12:15 p.m. - 1:00 p.m. Closing Comments
Vendor Bingo Grand Prize
Retrieving of Colors**



FORMS AVAILABLE ON OUR WEBSITE: www.govasa.org

- ✓ **Support Person of the Year Form**
- ✓ **Registration Form**
- ✓ **Membership Form**
- ✓ **Nominations for 2008 Executive Board Form**
- ✓ **Bonds-Lugar Scholarship Fund Form**



Please remember to submit your nominees for “Support Person of the Year” to committee member Joy B. Lugar, Department of Juvenile Justice, 5427 Peters Creek Road, NW, Suite 300, Roanoke, VA 24019 or EMAIL - Joy.Lugar@djj.virginia.gov
These submission need to be in no later than **August 30th.**

Nomination of Officers for the 2008 Executive Board need to be sent to the Nominating Committee Chairman, Diane Wilson no later than **August 30th.** Sent your nominations to Diane Wilson, Department of Juvenile Justice, 11150 Main St., Suite 500, Fairfax, VA 22030 OR E/MAIL - Diane.Wilson@djj.virginia.gov.

Meet the Conference Speakers...

MARJA FREEMAN

Marja Lee Freeman is the CEO of ML Freeman Consulting. She has over 15 years experience in employment consulting and career development training. She also has over 5 years experience in motivational speaking and training.

Marja travels throughout the United States to deliver effective employment training and creative motivational techniques as an engaging professional speaker. She is often called upon to speak to managers and associates to both inspire participants to find their "career calling" THAT IS A CAREER WITH PASSION! She also focuses on re-energizing you towards your personal and professional fulfillment.

Marja has had a long relationship as a speaker/trainer for Skillpath Seminars. Marja has also coordinated her efforts and talents to provide outstanding support, training employment consulting for the Laurie Mitchell Employment Center in Virginia.

Marja's expertise is derived from successful and fulfilling years as President of Marja's Resume and Consulting Service in Alexandria, Virginia where she had the opportunity and the pleasure of assisting thousands in seeking the career of their dreams. Marja has worked closely with many employment agencies and recruiters throughout the Greater Washington D.C., Maryland and Virginia area.

Marja is a Competent Toastmaster and is a new applicant of the American Speakers Bureau. She is also associated with and has had speaking engagements for the Head Start Association, United Global Industries, The United States Army Reserve at Fort Meade, and Service Source, Inc.

KIRK MARLOWE

Lt. Kirk Marlowe is a veteran member of the Virginia State Police and his primary assignment is to the Bureau of Criminal Investigation, Counter-Terrorism & Criminal Interdiction (CCI) Section. As the CCI Commander, Lt. Marlowe supervises officers in both the Homeland Security and the Interdiction Sections of the organization.

PATTI LEIGH HUFFMAN-CHASSE

Patti Leigh is the Human Resource Program Manager for the Virginia Department of Corrections. Prior to joining the Department, Patti Leigh began her career as an 8th & 9th grade English teacher. She has served the DOC as a P&P Officer, Counselor Supervisor, Ombudsman, Assistant Warden, as well as Warden for Fluvanna Correctional Center and Bland Correctional Center. Patti Leigh is responsible for VADOC Succession Plan - LEAD and assists with Strategic Planning for the Department. She has done training for the Department of Corrections for many years and currently coordinates Leadership training through the American Correctional Association (ACA) for the Department. She has always been very supportive of VASA and administrative support staff. Patti Leigh enjoys time with her husband as well as doing crafts of any kind. She lists her goals as becoming more computer literate and visiting Las Vegas.

THOMAS WELLMAN

Thomas is a Records and Info Management Analyst for the State Library of Virginia.