



THE LUTHERAN CHURCH-MISSOURI SYNOD

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To: Church Administrative Assistants / Secretaries / Professional Office Workers
From: Roger Curtis, Business Manager
Date: Summer 2017
Subject: September 19, 2017 Administrative Assistants Conference

The Iowa District West Administrative Assistants Conference Committee is excited to share with you another educational, encouraging, and enjoyable Conference. We have a great practical communications program planned with Kim Myers and Deb Burma from Nebraska. Kim will focus on current trends and demographics that are changing how we communicate with our congregation members and visitors. Deb will lead us in times of reflection on finding peace despite the challenges of our busy work and lives.

I encourage you to register by September 1 to receive the discounted registration fee and to assist the committee in planning details. The early registration fee of \$35 includes speaker materials and food (refreshments during breaks and lunch). Make checks payable to Iowa District West and mail to First English Lutheran Church, Spencer.

Your congregation is encouraged to pay for your registration, mileage, and lodging (if necessary). The Conference Committee has a block of rooms reserved at Boulders Inn & Suites (located next to the conference center at 1525 4th Avenue South in Denison). Call Boulders at 712.263.6434 and ask for the Iowa District West conference rate of \$91 (plus tax); includes complimentary wireless internet, hot breakfast, and more. To receive this rate, reservations must be made by August 18. Additional lodging options can be found at <http://definitelydenison.com/lodging.asp>.

The enclosed brochure contains additional Conference details. If others in your community would like to attend, feel free to copy the brochure and share with them.

We look forward to seeing you in September!

Enthusiastically,

Roger Curtis and the Conference Committee