

2010 Spring Conference Series



# DCIAmerica

www.dciamerica.com / 800.888.1027

presents

*The Eleventh Annual*

## Native Secretaries' & Administrative Assistants' Conference

*April 22 - 23, 2010 / San Diego, California*

**STRENGTHEN YOUR TRIBE: GROW YOUR CAREER**

# The Eleventh Annual



## Native Secretaries' & Administrative Assistants' Conference

# \$579

CONFERENCE  
REGISTRATION FEE

April 22 - 23, 2010 / San Diego, California

**STRENGTHEN YOUR TRIBE: GROW YOUR CAREER**

### Day One - April 22

#### Time Management

Planning - create a plan for time sensitive projects  
Balancing Career and Personal Life

#### Develop & Grow Your Leadership Skills

Characteristics of an Effective Leader

#### Communication Skills

Solution Based Communication with Your Boss  
Dealing With Difficult People

Effective Networking

Public Speaking

Communication Behaviors Employees Appreciate

#### Writing Skills

The Business Letter

Taking Minutes

### Day Two - April 23

#### Robert's Rules of Order for the Recording Secretary

Fundamental Principles of Parliamentary Law  
Ten Basic Rules and Principles

#### Records Management

Federal Law and Records and File Management  
Testing Your Records Program

#### Ethics: What are Ethics Anyway?

The Loud Voice of your Conscience

Ethics & Politics

Models of Ethical Decisionmaking

#### Cultural Diversity in the Workplace

The Beauty and Power of Diversity

How Organizations Benefit from Diversity

Learning to Value our Differences / Managing Differences

#### Wellness Strategies at Home & in the Workplace

The Power to Prevent Diabetes

### DAY 1

8 AM

Registration / Sign-In  
Coffee & Danish  
Social Ice Breaker

9 AM - 12 Noon

Invocation / Prayer  
General Session

12 - 1:15

#### Conference Luncheon

1:15 - 5:00

Sessions

### DAY 2

8 AM

Sign-In  
Coffee & Danish

9 am - 12 Noon

Sessions

12 - 1:15

#### Lunch - On Your Own

1:15 - 4:45 PM

Sessions

4:45 PM

Conclusions

5 PM

Closing Prayer



The Westgate Hotel  
1055 Second Avenue  
San Diego, California 92101

# \$165

+ 10.5% ROOM TAX  
+ 2% TOURISM TAX  
PER NIGHT

## 800.221.3802

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# DCL America

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**CUT-OFF  
DATE  
03/29/10**



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### Instructor / Jeri Brunoe

Confederated Tribes of Warm Springs Reservation

DCI America is proud to feature Jeri Lynn Brunoe as the primary facilitator for the Eleventh Annual Native Secretaries' Conference. Jeri is Wasco, a member of the Confederated Tribes of Warm Springs Reservation in Oregon now resides in Burbank, California. Jeri has over 20 years of experience working in Indian Country as a motivational speaker, trainer and consultant. Her style is innovative, fun, direct and value driven which reciprocates the theme of the circle. Jeri has attended Oregon State University and has a back ground in psycho-linguistics, neuro- linguistics, prevention, wellness and has been an advocate for youth issues. She took the lead in establishing the Youth Commission as a working body at the National Congress of American Indians as well as serving as lead trainer for United National Indian Tribal Youth for 18 years.



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## Presenter / Regina Aguilera (Yaqui)

San Diego Native Community

### Regina Aguilera MS, LAc, MTA, FDN

Is the founder and director of Native Touch~Acupuncture & Healing Arts, located in Julian, CA. She is a Licensed Acupuncturist, Massage Therapist, and Nutritional Counselor. Her formal training in acupuncture in synergy with 20 years of experience as a wellness consultant equate to a wisdom and integrity that is invaluable to her patients. Currently Regina has added to her private practice – Metabolic Typing Advising and Functional Diagnostic Nutrition which allows her to work with patients from a distance through phone and webcasts consultations. Regina is a founding board member of the Native Wellness Institute, which was established in 2000. She utilizes the combined philosophies of Native and Eastern cultures to encourage holistic wellness and balance. Regina had formally worked for Indian Health Services with youth and adults in disease prevention, education and promoting healthy lifestyles. Regina, married and mother of three children, is also the acupuncturist at Fitness and Destination Spa- Rancho La Puerta, located in Tecate, Mexico. Her passions include horses, yoga, martial arts, the outdoors, dancing, music, surfing and living an environmentally responsible lifestyle.



NATIVE WELLNESS  
*Institute*



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For your shopping pleasure and sheer visual stimulation, visit vendors Chris Tafoya of Tafoya Jewelry and Arlene Salt at The Eleventh Annual Native Secretaries' Conference in San Diego.

### Native American Jewelry Designer - Chris Tafoya

Chris's contemporary style of Native American Jewelry has been well received by previous DCI America registrants and by Native American Communities at large. His use of traditional material from California Mission Indians, such as, Abalone and Spiny Oyster are blend together in a clean and modern way while still maintaining and respecting tradition.

Tafoya Jewelry  
2720 1/2 Calhoun St.  
San Diego, CA 92110  
United States  
Phone: 719-580-9147  
[www.tafoyajewelry.com](http://www.tafoyajewelry.com)



### Native American Artisan - Arlene Salt

Crafter / Designer, Arlene Salt comes to us representing S.W. Moreci Jewelry & Craft of West Jordan, Utah where Native American craftwork *is* Art! In addition to her designer jewelry, Arlene offers art in fabric . . . vests . . . bags, and more!

S.W. Moreci Jewelry & Craft  
8674 South 4830 West  
West Jordan, Utah 84081  
United States  
Phone: (801) 792-6350  
[swmorenci@yahoo.com](mailto:swmorenci@yahoo.com)



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The magnificent location, superior accommodation and impeccable service make the Westgate Hotel an ideal lodging choice for romantic getaway or corporate get together events.

### Location

The Westgate Hotel is conveniently located in the heart of San Diego, facing the Horton Plaza Shopping Mall. This charming hotel is within walking distance to the Convention Centre and just a block from the Gaslamp Quarter.

### Rooms

The fashionable property has several comfortable and well-furnished guest rooms that are equipped with all modern amenities to make your stay a unique one.

### Restaurant

Offering an intimate and romantic atmosphere, the Le Fontainebleau offers contemporary French cuisine for its patrons to feast on. In addition, the hotel also offers a cocktail bar, which is an ideal place for you to relax and enjoy with your interesting cocktails.

### General

The Westgate's 17 elegant and exquisite meeting rooms as well as a business centre offer the excellent space and detailed amenities that make any assembly successful. The hotel also offers a state-of-the-art fitness centre to provide relaxation and to restore the body's natural balance.

\* BE SURE TO ASK FOR YOUR PARKING VOUCHER !



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Session: \_\_\_\_\_

Name: (print) \_\_\_\_\_ Dept and/or Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

To be included on email notifications, please print your email address clearly in the space below:

PO# \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card Typ: \_\_\_\_\_

Credit Card Account # \_\_\_\_\_ Expiration: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Session: \_\_\_\_\_

Name: (print) \_\_\_\_\_ Dept and/or Title: \_\_\_\_\_

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