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**President**  
Myron Pawlowsky, Manitoba, Canada  
1010-405 Broadway  
Winnipeg, Manitoba  
Canada R3C 3L6  
Telephone: (204) 945-4206  
Email: [Myron.Pawlowsky@gov.mb.ca](mailto:Myron.Pawlowsky@gov.mb.ca)

**President-Elect**  
Robert Lindsey, Virginia  
Tyler Building  
1300 E. Main Street (23219)  
PO Box 1197  
Richmond, VA 23218  
Telephone: (804) 371-9424  
Email: [Robert.Lindsey@scc.virginia.gov](mailto:Robert.Lindsey@scc.virginia.gov)

**First Vice-President**  
Robert Weist, Canada Federal Government  
Jean Edmonds Tower South, 10<sup>th</sup> Floor  
365 Laurier Avenue West  
Ottawa, Ontario  
Canada K1A 0C8  
Telephone: (613) 941-9036  
Email: [robert.weist@ic.gc.ca](mailto:robert.weist@ic.gc.ca)

**Second Vice-President**  
Chauncey R. Newsome, Georgia  
2 Martin Luther King Jr. Drive SE  
Suite 315 – Floyd Tower West  
Atlanta, GA 30334-1530  
Telephone: (404) 657-4988  
Email: [cnewsome@sos.ga.gov](mailto:cnewsome@sos.ga.gov)

**Treasurer**  
Kelly Kopyt, Massachusetts  
P.O. Box 293  
Boston, MA USA 02133  
Telephone: (617) 878-3034  
Email: [Kelly.Kopyt@state.ma.us](mailto:Kelly.Kopyt@state.ma.us)

**Secretary**  
Jenny Acker  
345 W. Washington Avenue, 3<sup>rd</sup> Floor  
Madison, WI 53703  
Telephone: (608) 264-7801  
Email: [Jennifer.Acker@wisconsin.gov](mailto:Jennifer.Acker@wisconsin.gov)

**Immediate Past President**  
Randy Moes, Texas  
1019 Brazos, Suite 505  
Austin, TX 78701  
Telephone: (512) 475-2709  
Email: [rmoes@sos.state.tx.us](mailto:rmoes@sos.state.tx.us)

**Business Organization Section**  
Sarah Steinbeck, Colorado  
1700 Broadway, Suite 200  
Denver, CO 80290  
Telephone: (303) 894-2200 ext 6211  
E-mail: [Sarah.Steinbeck@sos.state.co.us](mailto:Sarah.Steinbeck@sos.state.co.us)

**Information Technology Section**  
Mark Van Alstyne, Montana  
1236 – 6<sup>th</sup> Avenue  
Helena, MT 59601  
Telephone: (406) 444-4243  
Email: [mvanalstyne@mt.gov](mailto:mvanalstyne@mt.gov)

**International Relations Section**  
Julian Lamb, Jersey  
PO Box 111  
14-18 Castle Street, St. Helier  
Jersey Channel Islands JE4 9QD  
Great Britain  
Telephone: (44) 1535 822067  
Email: [jlamb@jerseyfsc.org](mailto:jlamb@jerseyfsc.org)

**Secured Transaction Section**  
Mike Smith, Georgia  
1875 Century Boulevard, Suite 100  
Atlanta, GA 30345  
Telephone: (404) 327-9753  
Email: [mike.smith@GSCCCA.ORG](mailto:mike.smith@GSCCCA.ORG)



March 14, 2011

Dear Friends and Colleagues:

On behalf of the Board of Directors of the International Association of Commercial Administrators, I cordially invite you to the 34<sup>th</sup> IACA Annual Conference, to be held Sunday, June 5, 2011, through Thursday, June 9, 2011, at the Delta Winnipeg in downtown Winnipeg, Manitoba, Canada. The annual conference is IACA's marquee event for collaborating, sharing, and developing best practices to improve office efficiency.

The theme for the 2011 conference is "Taking Care of Business". We are planning many informative sessions, dealing with diverse topics such as Business ID Theft and Bogus Filings, Inter-Jurisdictional Database Communication, Harmonization of Business Entity Acts and the Basics of Cloud Computing, to name just a few. We are also planning to continue with "Jurisdictional Presentations" on Thursday afternoon, to allow jurisdictions to showcase their latest innovations.

An international perspective will be provided on many of the topics, as we expect to have participants from a number of countries. This will demonstrate that "taking care of business" is truly a global concern.

We have highlighted many of the expected program items in a "[conference preview](#)" document at the IACA website. Additional conference materials will be made available at <http://www.iaca.org/node/140>. In an effort to save costs and resources, most conference materials will be posted at the IACA website, and will not be distributed at the conference.

An IACA account is needed to register for the conference. If you do not have an account, please contact Kelly Kopyt, [Kelly.kopyt@sec.state.ma.us](mailto:Kelly.kopyt@sec.state.ma.us) for assistance. If you do have an account, we encourage you to start planning early. Online Conference Registration is available at <http://www.iaca.org/node/82>. Just enter your Username and Password, and then click on "Log in". Next, click on "2011 Conference Registration" and complete your conference registration form. The early registration discount cut-off date is May 9, 2011. IACA members will also receive a discounted conference registration rate.

Hotel reservations for the conference can be made at [IACA 2011 Group Bookings](#). The hotel reservations must be made by May 9, 2011, in order to take advantage of the room rate that we have negotiated (\$138 CAD, plus taxes, for a standard room).

All United States citizens must have a valid passport or proof of citizenship to travel in and out of the U.S. More information is available at the [U.S. Department of State](#).

[Bureau of Consular Affairs](#). If you do not already have a passport, don't delay in applying for one.

Winnipeg has an exciting array of attractions in the heart of the continent. Visit the [Tourism Winnipeg](#) website or view the [2011 Winnipeg Visitors Guide](#) to get more ideas on planning your stay in Winnipeg.

In early June, the normal daily high will be about 73F (23C), with low temperatures being around 50F (10C). Our temperatures are extremely variable, so please check [http://www.weatheroffice.gc.ca/city/pages/mb-38\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/mb-38_metric_e.html) a few days before you leave. It would be wise to have a jacket or sweater for the evening activities. In any case, I can assure you of a warm Winnipeg welcome.

Please feel free to contact me directly if you have any questions or need further information about IACA or the conference. I very much look forward to seeing you in Winnipeg.

A handwritten signature in black ink, appearing to read 'Myron Pawlowsky', with a long, sweeping underline.

Myron Pawlowsky, President  
International Association of Commercial Administrators  
c/o Companies Office  
Suite 1010, 405 Broadway  
Winnipeg, Manitoba R3C 3L6 Canada  
Telephone: 204-945-4206  
Fax: 204-945-1459  
Email: [myron.pawlowsky@gov.mb.ca](mailto:myron.pawlowsky@gov.mb.ca)  
Website : [www.iaca.org](http://www.iaca.org)