



THE LUTHERAN CHURCH-MISSOURI SYNOD

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**To:** Church Administrative Assistants/Secretaries/Professional Office Workers  
**From:** Roger Curtis, Business Manager  
**Date:** Summer 2023  
**Subject:** September 19, 2023 Administrative Assistants Conference

The Administrative Assistants Conference Committee is excited to share with you another educational, encouraging, and enjoyable Conference. Our keynote presenter is [Rosie Adle](#) from Nebraska who will add education, inspiration, and joy to the day.

I encourage you to register by September 1 to receive the discounted registration fee and to assist the Committee with planning details. The Conference registration is \$45, but if registered by September 1, the early registration fee is \$35. Make checks payable to Iowa District West and mail to committee registration coordinator Crystal Cross at P.O. Box 422, Spirit Lake, IA, 51360.

Additional Conference expenses will be covered by our sponsor, [Brotherhood Mutual Insurance Company/American Church Group](#).

Your congregation is encouraged to pay for your registration, mileage, and lodging (if necessary). The Conference Committee has a block of rooms reserved at the Cobblestone Inn & Suites, located at 120 Heritage Drive in Manning. To make reservations, contact the Cobblestone Inn & Suites at 712-655-4000. The tentative rate is \$99 plus tax (ask for the Administrative Assistants Conference rate). Additional information is available at [www.staycobblestone.com/ia/manning](http://www.staycobblestone.com/ia/manning).

The brochure contains more details about the Conference. If others in your community wish to attend, feel free to copy the brochure and share with them.

We look forward to seeing you in September!