



## PIKES PEAK CHAPTER, IAAP MONTHLY CHAPTER MEETING NOTICE



"A Chapter of Excellence"

**MEETING DATE:** Tuesday, February 9, 2010

**PROGRAM:** "Fitting In and Standing Out in an Office Environment" presented by Victor Granados, Division Director of Office Team. The presentation includes a brief overview of key research findings, how you can create an appealing work environment, and what training and development opportunities you can provide to administrative staff, and how you can motivate and recognize your administrative team. Recertification points will be given.

**"NEW" LOCATION:** Leon Young Service Center  
1521 Hancock Expressway  
Colorado Springs, CO 80903

**TIME:** 5:45 p.m. Social Time  
6:00 p.m. Chapter Meeting

**MENU: From Jason's Deli:** Boxed Meal: Choices of different sandwiches (roasted turkey breast, chick salad with almonds, and roast beef) will be available at the meeting. The meal also includes chips, pickle spear, and cookie.

**DRINKS:** Will be available for purchase at the meeting for \$0.50 for all members.

**COST: \$10.00/person.** Make checks payable to Pikes Peak Chapter IAAP or exact payment in cash is appreciated.

**HOSTESSES:** Kaye Jones and Rita Banister CPS/CAP

**BEVERAGE HOSTESS:** Susan Hengel

**GREETERS:** Sue Dougherty and Lily Wright

**RSVP:** Send to Chapter Liaison Christine Schemmel CPS/CAP at [cschemmel@q.com](mailto:cschemmel@q.com) or 201-3561. You may RSVP to attend the meeting only (no meal). If this is your preference, please inform the Chapter Liaison when you make your meeting reservation.

**DEADLINE FOR RESERVATIONS: THURSDAY, March 4, 2010.** Take a moment to RSVP now! NOTE: Any member or guest who is unable to attend the meeting, must inform the Chapter Liaison to cancel their reservation by the reservation deadline as noted above to avoid being billed for their meal.

### PERMANENT RESERVATION LIST:

Cathy Andrew

Pat Andries CPS/CAP

Carla Hall CAP

Carol Hardin CPS/CAP

Paula O'Keefe CPS/CAP

Jean Reed CPS

Christine Schemmel CPS/CAP

Marilyn Sullivan CPS

Eileen Verosko CPS

Gloria Viebrock

Kerstin Von Hoene CPS/CAP

Lily Wright