



PIKES PEAK CHAPTER, IAAP MONTHLY CHAPTER MEETING NOTICE



MEETING DATE: Tuesday, May 11, 2010

PROGRAM: “Get Organized Seminar” presented by Steve Franson with Avery Dennison. Discover valuable tips to: manage incoming information overload, organize email and computer files, establish order in your workspace, organize multiple people, and software and formatting solutions. Find a few extra minutes in your day, reduce stress and achieve greater productivity with the suggestions provided in this seminar. You’ll learn how to organize your desk/workspace, paper and computer files. Plus ...STAY ORGANIZED with tips provided on managing emails and incoming paperwork. Discover methods to support and organize multiple people. Recertification points are pending.

“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: NO MEAL!! BRING YOUR OWN DINNER

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

COST: \$0.00

HOSTESSES: Marilyn Sullivan CPS and Angie Guerrero CPS

BEVERAGE HOSTESS: Susan Farr

GREETERS: Marilyn Sullivan CPS and Marion Fitzwater CPS

RSVP: Send to Chapter Liaison Christine Schemmel CPS/CAP at 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, May 6, 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

Lynn Dibben CPS

Carla Hall CAP

Carol Hardin CPS/CAP

Paula O’Keefe CPS/CAP

Jean Reed CPS

Christine Schemmel CPS/CAP

Linda Street CPS

Marilyn Sullivan CPS

Eileen Verosko CPS

Gloria Viebrock

Micki Vogt CPS

Lily Wright