

Sept. 17, 2009

"Unspoken Rules of the Office" *

Sue Morem

Author, Syndicated Columnist and TV guest

Premier Presentation Inc.

Oct. 21, 2009

Career Open House and Vendor Show

Nov. 19, 2009

"Weathering the Storm" *

Erin O'Hara Meyer

President, Administrative Excellence

Silent Auction

Dec. 10, 2009

Metro Lakes Council Holiday Joint Event

Hosted by the TwinCities West Chapter

Radisson Inn – Plymouth, MN

Jan. 21, 2010

"Skill Assessments and Learn Plans" *

Benchmark Learning

Feb. 18, 2010

"Laugh for the Health of It" *

Robin Getman

InterACT Group

Mar. 18, 2010

"Clutter Control" *

Sheila Galligan

Owner/Consultant

Clutter Control MN, LLC

Apr. 15, 2010

"What's New in Today's Job Search, and How It Affects Your Career" *

Joanne Meehl

Career Coach and Author

Joanne Meehl Career Services

May 13, 2010

Chapter Annual Meeting/

Election of Officers

Jun 17, 2010

"Communication" *

Corla Innskeep

Trainer

The Right Staff

Awards Banquet/Installation of Officers

*CPS/CAP re-certification points have been applied for.

For Information on Membership

Kathy Hengel CPS/CAP 612.291.4920

Judy Twisk CPS/CAP 651.379.6547

Annual Dues

Professional Member

International Dues	\$83.00
Division Dues	\$15.00
Chapter Dues	\$25.00
Processing Fee	\$15.00
Total	\$138.00
Annual Renewal	\$123.00

Professional-Merited Member

International Dues	\$47.00
Division Dues	\$ 7.00
Chapter Dues	\$10.00
Annual Renewal	\$64.00

Student Member

International Dues	\$50.00
Division Dues	\$ 5.00
Chapter Dues	\$ 2.00
Processing Fee	\$15.00
Total	\$72.00
Annual Renewal	\$57.00

IAAP Websites

www.iaap-swmetro.org

www.iaap-mnndsd-division.org

www.iaap-hq.org



International Association of
Administrative Professionals®

SouthWest
Metro Chapter
2009-2010



SouthWest Metro Chapter

The SouthWest Metro chapter was formed in January 2005 to serve administrative professionals working and/or living in the southwest metro area of Minneapolis. Our fast-growing chapter's friendly atmosphere offers its members and guests the opportunity to make new friends and network with an active, energetic group. Our Chapter's goal is to provide educational experience through our monthly meetings, seminar offerings, CPS/CAP study groups, and networking.



The SouthWest Metro Chapter meets the third Thursday of every month at the

**Embassy Suites Bloomington
2800 American Boulevard West
Bloomington, Minnesota 55431**

5:30 pm Registration and Social

6:00 pm Dinner

6:40 pm Educational Program

7:30 pm Business Meeting

Pre-registration is required for all meetings.

A reservation form can be found on the SouthWest Metro Chapter website

www.iaap-swmetro.org

If you have any questions, please call Judy McCallion at 952.941-7510

Cost for monthly chapter dinner meeting is \$22 for IAAP members and students; \$25 for non-members. Meetings are open to all administrative professionals.

POWER
of
Commitment
SouthWest Metro Chapter

IAAP Mission Statement

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Benefits of Membership

Membership in the International Association of Administrative Professionals makes available many benefits and services to meet administrative professional and personal needs such as education and professional development, Certified Professional Secretary/Certified Administrative Professional programs, retirement center, investment program, insurance, credit cards, air and car rental discounts. A subscription to *The Office Pro Magazine* is included with each membership.

SouthWest Metro Chapter Board of Directors

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