

August 29, 2008



**International Association of  
Administrative Professionals®**

**FUNamentals of  
Excellence**

The fun has just started in this IAAP year, do not get left behind! As I stated last month, you as a member need to Find your gift and Use it. Never say you can never do that. The opportunities are endless, truly they are. All committees need more help and will be willing to have YOU as their number one involved member. I will be calling you soon to fill that very important spot that I think your gift will fit.

Now lets get on with the FUN!

**Program Committee**

**Presents:**

DATE	TOPIC	SPEAKER
September 2, 2008	Conflict Management	Dr. Bob Sims, Averett University
October 7, 2008	Executive's Night Banquet Old Towne Catering	Roslyn Dance, House of Delegates 63rd District
November 4, 2008	How Money Works	Patricia Booker, Priamerica Edith Brown, Division RTF Chair
December 2, 2008	Christmas Social	Crafts/Food/Fun
January 6, 2009	Open House	Vickie Robinson, Development Coordinator for VSU
February 3, 2009	Interviewing Tips	Jewel Aiken-Smith & Karyn Padgett, Chesterfield County
March 3, 2009		

**Community Service Projects Announced**

Mary Jones, Chair

Members please bring a non-perishable food item for The Central Virginia Food Bank during the months of **September, October, and November**. We understand that you may not want to carry these items to the Executive Banquet in October but then again you may.

Please also collect and bring in children's books, cookbooks, non-fiction and other books but no magazines for the Friends of the Chesterfield County Public Library for **January, February, and March**.

We are also Collecting used phones for another project. We will collect these **until next May**.

September, October, November

January February, March

Until May

Food Drive

Book Drive

Phone Drive

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