

IAAP Flower City Chapter
Programs

2009-10 Flower City Chapter Programs: The Administrative Edge

PROGRAM MONTH/YEAR	EDUCATIONAL TOPIC	PROGRAM TITLE	SPEAKER(S) NAME	SPEAKER CONTACT INFO (ADDRESS, PHONE, ETC.)	Recertification Points Awarded
September 2009	Managing Yourself	<i>Time Management/Self Management</i>	Edie Pereira Hulbert, MCC	585-529-5204 edie@coachandspeaker.com	YES
October 2009	Admin/Mgmt Skills	<i>Interviewing Process (from the Interviewers Prospective)</i>	Mario Domanti - Harris Beach, LLP	419-8728 / mdomanti@harrisbeach.com	PENDING 9/1/09
November 2009	Admin/Mgmt Skills	<i>Fundamentals of Money Management</i>	Doug Parker - Sage Ruttly	(Michelle Nower)	TBD
December 2009	Holiday Social - Membership Milestone Rec.	N/A	N/A	N/A	N/A
February 2010	Admin/Mgmt Skills	<i>Get Organized</i>	John Ryan/Avery Dennison	201-755-3702 / jfryan3@verizon.net	YES
March 2010	Admin/Mgmt Skills	Anger in the Workplace	Diana Rockwell Wetmore	607-731-6041 / nysdiaaptreas@yahoo.com	TBD
April 2010	The Admin. Edge	TBD	Marilyn H. Nickerson		TBD
May 2010	Power of Commitment	<i>NYS Division Annual Meeting in Rochester, NY</i>	Various	NA	
June 2010	Managing Yourself	<i>Installation: Officers & Board for 2010-11</i>	NA	NA	
NOTES:					
1. Chpt of Excellence criteria: 60% of chapter meetings offer recertification points (5 mtgs w/ recert points)					
2. Marketing Plan: dates place on the newsletter calendar, flyer has a page in newsletter, mentioned at chapter meetings, event e-mails sent, noted on website, dates mentioned on Chapter Agenda, dates mentioned on Board Agendas, e-mail distribution list to potential members, chapter flyer sent to local newspaper/media					