



# FAIRWAYS CHAPTER, IAAP NOVEMBER MEETING ANNOUNCEMENT



**DATE:** Tuesday, November 17, 2009

**TIME:** 6:00 p.m.

**WHERE:** **W. R. TOOLE ENGINEERS, INC.**

3<sup>rd</sup> Floor Conference Room

1005 Broad Street, Suite 300

**CONTACT:** Beth Schachtner

(706) 722-4114 office / [bschachtner@wrtoole.com](mailto:bschachtner@wrtoole.com)

**SPEAKER /  
TOPIC:**

**Donna Mitchell CPS/CAP  
Georgia Division President**

**"POWER of Commitment, Professionals Achieving the  
Extraordinary"**

**Come and celebrate Fairways 57th Birthday along with meeting  
our Georgia Division President**

**MENU:** **TBD**

**COST:** **\$10.00 each**

**RSVP to Beth:**

Reservations **must** be received by 10a.m, Friday, November 13, 2009.  
*Please note that if you make a reservation and cancel after 10 am on the 16th, you  
will be responsible for the dinner fee.*

October 20, 2009 - Outlook Training

**November 17, 2009 - Chapter Anniversary – Donna Mitchell CPS/CAP**

**Topic: "Power of Commitment"**

December 8, 2009 - Holiday Dinner; (Location TBD)

February 16, 2010 – Microsoft Application Training

April 20, 2010 - Administrative Professional Week – Theme: "Power of  
Commitment"

May 18, 2010 - Election of Officers (Organizational Skills)

June 15, 2010 - Installation of Officers

**2009 – 2010  
Meeting Schedule**