

Two Rivers Chapter



Writing Effective Meeting Minutes

Tuesday, May 10, 2011

Wyndham Lisle Hotel

5:30 Check-in/Networking/ Dinner/ Business Meeting

7:00 p.m. Program

CPS/CAP points being requested

- Speaker:** Robin Sutton - DCG Technology Learning Center www.dcg-ing.org
Robin is a multi-talented dynamic consultant with a presence that captivates her audiences. Her ability to touch the need of each individual in a non-threatening, often humorous manner endears her to her students. Her experience and background as a business professional gives her much needed insight in helping her design, develop, and deliver presentations in a motivational, thoughtful, yet probing style. Her energetic, knowledgeable delivery captures your attention, challenges you to change, and makes a long-lasting impact on all who hear her. She is an active member of ASTD, SHRM, and AMA.
- Program:** In this program you will learn the role of the minute taker. The skills needed for effective minute taking, the styles of minutes, and the need for accuracy, how to prepare to take minutes, the minute taking process, the review and revision of minutes, and how to finalize the minutes.

Please RSVP by May 4, 2011

DINNER RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.

Reservations received after May 4 will not be honored.

Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: Audrey Priorello -- aupriorello@downers.us or send bottom portion to:
Audrey Priorello, Downers Grove Police Department, 825 Burlington Avenue, Downers Grove, IL 60515

Cut here and return bottom portion

TRC Monthly Meeting, Tuesday May 10, 2011

- Yes, I will attend without dinner.
 Yes, I will attend and will be having dinner.
 Member (\$15)
 Guest (\$18)

No, I will NOT be attending.

Name: (please print) _____

Email: _____ Work Home

Phone Number: _____ Work Home



Wyndham-Lisle Naperville
3000 Warrenville Rd
Lisle, IL 60532

For more detailed directions, please check with your favorite mapping website.

