



“Making the Leap to Remarkable” 2011 -2012 Program/Meeting Schedule

All programs except the December meeting are being submitted for recertification points. Programs are subject to change.

Month	Program	Speaker	Location of Meeting
September 21, 2011	Customer Service Skills	Karen Loughman, CAP, Colorado West Mental Health	Colorado West, Inc., 515 28 ¾ Road, Building A (Behind Texas Roadhouse) Grand Junction, CO
October 19, 2011	Conflict Management and Team Building	Marlin George, IntelliTec College	DoubleTree by Hilton, 743 Horizon Drive, Grand Junction, CO 81506
November 16, 2011	Stress Management	Amy Gallagher, PhD	Offsite TBD
December 14, 2011	Holiday Social	All members and guests Note: 2 nd Wednesday of December	DoubleTree by Hilton, 743 Horizon Drive, Grand Junction, CO 81506
January 18, 2012	Time Management and Organizational Skills	Alethea Kovach, Business/Administrative Professional Program Supervisor, IntelliTec College	DoubleTree by Hilton, 743 Horizon Drive, Grand Junction, CO 81506
February 15, 2012	Microsoft Tips and Tricks	Josh Trumbull, IntelliTec College	Intellitec College, 772 Horizon Drive Grand Junction, CO 81506
March 21, 2012	Emotional Intelligence II	Audra Stock, LPC, LAC, Colorado West Mental Health	Colorado West, Inc., 515 28 ¾ Road, Building A (Behind Texas Roadhouse) Grand Junction, CO
April 25, 2012	Administrative Professional’s Day	Karen Loughman, President	DoubleTree by Hilton, 743 Horizon Drive, Grand Junction, CO 81506
May 16, 2012	Officer Elections	Karen Loughman, President	DoubleTree by Hilton, 743 Horizon Drive, Grand Junction, CO 81506
June 20, 2012	Awards and Installation of Officer’s for 2012 – 13 Year	Karen Loughman, President	DoubleTree by Hilton, 743 Horizon Drive, Grand Junction, CO 81506
July – August, 2012	Summer Vacation and Strategic Planning for 2012 - 13	All Members and Guests	Location TBD

Agenda: Networking/Dinner: 5:30 - 6:00
Chapter Business: 5:45 - 6:15
Program: 6:30 - 7:30

Members: \$20.00
Students: \$10.00
1st Time Guests: No Charge

The Book Cliff Chapter meets the third Wednesday of each month, September through June, at the Double Tree Hotel, unless otherwise noted. All members are on a standing RSVP list and will be expected to attend our monthly meetings. Regrets only are to be sent to Melissa Medina, Treasurer at bookcliffchapter@gmail.com not later than 9:00 pm the Thursday prior to the Wednesday meeting.