

Golden Opportunities



POWER *of* **Commitment** Golden Corridor Chapter

January Meeting Topic

"A Spoonful of Self Care"

Presented by:

Eva Dahm

February 18, 2010

6:00 P.M.

Zurich Café

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*The editor reserves the right to edit
submissions for length or content.*

www.goldencorridor.org

IAAP's **VISION** is to inspire and equip all administrative professionals to attain excellence.

February 2010
Issue 32

LETTER FROM THE PRESIDENT

Laura Polido is our new Recording Secretary. We are thrilled to have Laura on the GCC Board! Welcome Laura!



February is "Go Red" Month! The red dress is a symbol of our fight against heart disease.

Please take a few minutes to sign up to join the "The Go Red Movement" it is free to join <http://www.goredforwomen.org/registration.aspx>. I joined, and will be volunteering at the "Go Red" For Women Luncheon at the Chicago Palmer House on Friday, Feb 26. Let's all support this worthy cause; wear Red!

We are half way through the IAAP year and it's that time for the nominating committee to meet. If you are interested in expanding your leadership skills and enjoy working with people; we would love to hear from you. Please call me if you have any questions regarding joining the GCC Board.

I am sorry to say, we are losing our Treasurer, Don Humphrey. Don has decided to move to Sunny Las Vegas and will be with us through our March meeting. Don surely will be missed; he is a true "professional" all the way. Best of Luck Don!

With Don leaving, we need a Treasurer for the GCC Board asap! Please let me know if you have an interest in the Treasurer position today.

GCC is having a Saturday road trip to NIU in Hoffman Estates....

The Membership Recruitment Committee is planning a Saturday workshop on Feb 27, 2010 at NIU. The details for the workshop are in the newsletter. Please make sure to register early.

As announced at our Jan. 21st meeting, the next Carson's Coupon Day is Saturday, Feb. 27. (Yes, again, it's the same date as the next training at NIU). Since the Carson's books are only \$5.00; we are hoping each member will buy one book and participate in our final fund raiser for the year. Remember, if you do not shop at Carsons; you can always give it to someone that does- perhaps a neighbor, co-worker, and/or family member. See you at Woodfield; after the NIU conference!

The March GCC General Membership Meeting (formerly called the Impact meeting) will be held on Thursday, March 18th at the Sheraton Suites Hotel in Elk Grove Village and I know Jane and Ann have been planning quite an entertaining event. This is a wonderful opportunity to introduce a colleague, friend and/or family member to IAAP and learn about the ins and outs of social media/networking. More details are in the newsletter.

Looking forward to seeing all of you at our next.

Best Regards,

Evelyn

Evelyn Szalkowski, President
2009-2010 GCC IAAP

“A Spoonful of Self Care”

GUESTSPEAKER:

Eva Dahm, Life & Career Coach

<http://www.coachcatalyst.com>



Brief Description:

Perspective / Focus / Awareness / Courage / Choices / Confidence / Self-respect / Insights / Accountability. These are all goals we may want to build on in 2010. Few of us have the self discipline to successfully climb these building blocks of life without assistance. Eva Dahm is a spiritual, holistic and career coach who will provide us with a recipe for success.

“A Spoonful of Self Care” will focus on new opportunities in 2010 to achieve our goals, both personal and work related. We will learn ways to increase our self confidence and communication skills. Do you ever feel stuck in a rut? In this program you will learn to recognize limitations and how to reprogram and create positive changes in your life. Eva will show us how to change negative beliefs into positive, supportive affirmations. With positive behavior we will see increased communication, creativity and productivity. We will also discover how to watch for those negative attitudes that may hold us back from achieving our goals for the New Year.

About the Speaker:

Eva is both an individual and group coach whose success comes from focusing on assisting with transitions in career, workplace and lifestyle arenas. She began her own business as a coach nine years ago working from her Chicago area home providing phone and in person coaching. Immediately before the establishment of this business, Eva worked as an executive recruiter for two years running her own regional office. She had a long career of marketing and sales management in cable television (Time Warner Cable and The Disney Channel) and direct to home satellite industries prior to recruiting.

Eva then shifted to her passion which is personal, professional and career coaching. She is a Spiritual Life Coach who assists clients to connect with their Better Selves and the Wisdom they all have inside. Using this Wisdom to make life choices empowers clients and allows them to fulfill their wildest dreams. Eva leads several Master Mind Prosperity Groups every year. Many of her clients work on better connections between body, mind and inner spirit to improve their lives. Eva is a Body-Mind Certified Coach and a practitioner of Psych-K™, a solution oriented method of change.

GCC COMMITTEES

Membership Committee

Chair: Linda Clark CPS/CAP

Direct all activities of the chapter having to do with the recruitment and retention of members.

Educations & Certification Committee:

Chair: Kathy Harper CPS/CAP

Stimulate interest and encourage participation in CPS/CAP program. This will include submitting documentation to headquarters to allow GCC monthly meeting attendees to receive recertification points or CEUs. On behalf of the Board, Kathy will monitor chapter's progress in completing the Pathways to Excellence criteria to attain Chapter of Excellence.

ByLaws and Standing Rules Committee

Chair: Andrea Turner CPS/CAP

Maintain conformity in the chapter bylaws with the International and Division bylaws by proposing amendments and resolutions to the GCC.

Program Committee -

Chair: Ann Kuhlmann

Plan and schedule GCC monthly speakers from September to June for GCC meetings.

Audit Committee

Chair: Susie Witwicki

Perform an audit within 45 days of the close of the fiscal year. This will include a written report covering the audit, which will be submitted to the Board/GCC. All records will then be transferred to the incoming Treasurer.

Fundraising Committee:

Chair: Jane Holland

Collect and review ideas for Golden Corridor Chapter fund raising and make recommendations to the Board/GCC.

Nominating Committee

Chair: Barbara Turek CPS/CAP /

Susie Witwicki

Contact chapter members to inform them of open seats on the Board and solicit nominations.

Community Service Committee -

Chair: Jane Holland

Plan community service projects for the chapter to take part in from September to June.

Chapter Archivist Committee

Chair: Barbara Turek CPS/CAP

Keep all records pertaining to the history of the chapter.

Impact Meeting Planning Committee

Chair: Ann Kuhlmann

Plan a theme for October and April Impact meetings to draw new members to attend and see what our Chapter/Organization has to offer.

RTF Committee

Chair: Linda Robinson CPS/CAP

Provide awareness of the Retirement Trust Foundation (RTF) to chapter members, act as liaison between IMP Illinois Division RTF Chair and Golden Corridor Chapter regarding RTF activities and communication, and encourage participation in RTF Fundraising events.

Newsletter Committee

Chair: Rita Baseleon

Gather information pertaining to our profession and prepare the Chapter's monthly newsletter to distribute to all GCC members.

Website Committee

Webmaster: Ann Kuhlmann

Keep website current with chapter information and events.

INTRODUCING OUR RECORDING SECRETARY, LAURA POLIDO

I was born and raised in St. Louis, MO and am third generation administrative professional (I am very proud of this). I attended Sanford-Brown College and graduated with a 9 month diploma in 1991, where I was hired immediately by the school as their receptionist. I continued my career through several large and small companies in St. Louis, when in the mid-1990's met and married my husband, Ferdinand, and moved to the Chicago area. I have held many positions in my 15 years here, but am most proud of the position I have achieved at Zurich. It was here that I was introduced to IAAP and the Golden Corridor Chapter and I have enjoyed my association with the organization tremendously. I am currently studying for my CAP/CPS exams in November 2010, while juggling my busy life as a wife, and mother of a teen-age girl and a 5 yr old boy.

FEBRUARY 27 - MORE MICROSOFT OFFICE

Golden Corridor Chapter, in partnership with Northern Illinois University Outreach Conference Center (NIU Hoffman Estates), is hosting a half-day workshop "More Microsoft Office" on Saturday, February 27 at NIU in Hoffman Estates. Registration will begin at 8am and the workshop will conclude at noon*. This is a hands-on workshop you will not want to miss!

The workshop will feature a two-part training session for Microsoft Office Programs. Don Humphrey CAP is leading the first part in a Microsoft Office Publisher followed by Marie Herman ATM-B, CIWD, who will be exploring many ways Microsoft Office programs can work together.

Don't delay in sending in your registration for the February 27 Microsoft Office Workshop since lab space is limited. [Registration is free to Golden Corridor Chapter members](#), and there is a minimal charge of \$10 to guests and other IAAP members. Register today - registration will be opened to other Illinois Division Chapters!

**The full agenda, time, location is posted on our Golden Corridor Chapter website (<http://www.goldencorridor.org/>).*

JOB SEARCHERS CONTINUE NETWORKING...

Submitted by Membership Committee

Networking Group for Job Seekers! Just a reminder - if you are in transition or thinking about looking for a new job, plan on attending the Networking Group that meets from 5 - 5:45pm (right before our Thursday chapter meetings). This month, **Diana Mitchell, Division Director OfficeTeam** (key partner of IAAP), will be bringing some information such as tips for resume writing. OfficeTeam and AccuTemps has also provided our chapter with 2010 Salary Guides. Be sure to take advantage of this resource!

Guests and members can either just walk in for this support group or register with Don Humphrey to attend the dinner and program that follows at 6pm, Thursday, February 18. (there is no charge if you are just attending the Networking and Program.)

Come Prepared! If you are interested, after the business session, participants in this group may be given an opportunity to introduce themselves to the Chapter and deliver their 'elevator speech'.

Between meetings, we are encouraging continued discussions through the Yahoo group: **iaap-goldencorridor** (<http://finance.groups.yahoo.com/group/iaap-goldencorridor/>), formed for Golden Corridor Members and supporters of our chapter. As our members are learning, finding a job today is much more challenging than ever and it will take many avenues to reach the end of the road - or employment! This discussion group is not limited to career development. It's open to all members and friends to discuss other chapter / IAAP news and events.

If you are interested in participating in this group, please contact Andrea.Turner@motorola.com for an invitation to membership in this group.

Members, even if you are not job hunting, you may have past experience that would be of help and encouragement to this group. Please feel free to join the group at any of these meetings. This is Golden networking at our finest!

Submitted by Membership Committee

8 TIPS TO IMPROVING YOUR WORKPLACE COMMUNICATION STYLE – AND KEEPING YOUR JOB

June 16, 11:47 AM New York Workplace Examiner ■
Emily Waters

We all desire to be innately understood as the unique beings we are, not just personally by our family and close friends, but professionally as well. More often than not communication issues bleed into our workplace on a daily basis, adding significant and unnecessary tension as we go about our day that we wind up bringing into our homes-our respite and peaceful haven from the chaotic world. The appearance of conflict is ubiquitous and certainly inevitable, but knowing a few tips for handling communication dilemmas at one's place of work can increase one's quality of life at work leading one to a happier and more productive person on the job, thereby carrying less of a burden on one's shoulders when coming home.

Unfortunately the way we are perceived by our colleagues at work is in *their* eyes a reflection of who we are as individuals. With that in mind, it is best to make a lasting impression not just on the very first day of one's job, but going forward into one's respective careers.

1. **Get to know your coworkers in a realistic light-** It is impossible to know every individual's personality type at your workplace. However, what is possible is in the interim to gauge what may "tick" someone off, and what, on the contrary may please them. Adjust yourself and your personality accordingly. The general rule of thumb is not to probe too much into why they are behaving a certain way towards you or others, because the more you overanalyze the more you will internalize the situation, and perceive them as acting in a hostile manner towards you, for example. This can lead to a vicious cycle of you acting similarly, which of course can lead to an unpleasant work environment. People are built in so many different ways, and all too often it is just the temperament they were born into, so do not take a personal affront to anything they say or do, and simply adjust yourself to their personality.

2. **Steer clear of becoming the gossipmonger-** The more you become entangled in it, the more you may be jeopardizing your position. Chances are if someone is talking to you about someone else, they are doing the exact same thing behind your back about you. If someone has got the gift of gab, just listen, and smile, but then proceed back to accomplishing your work. This rule applies to all of your colleagues, but most importantly, and undoubtedly when talking about your boss behind his/her back, or to someone who is "higher" up than you on the hierarchical ladder. People in your organization may get the wrong impression of you, because you are the content of what you say, and whom you associate yourself with.
3. **Better sooner rather than later-** If you feel that something was misunderstood between you and your colleague, or if you feel that something is just not quite right, it is best to address the issue earlier rather than later. If one waits too long, more issues could fester in the interim and corrode your working relationship and ethos with others. It is best to approach and tackle the situation directly, however uncomfortable it may be, so that you seek clarity and resolve the issue immediately. One must remember the old adage which states: it's not what you say, but how you say it." Any dilemma can be resolved if two parties are willing to communicate properly, and play their respective parts. Simply being straightforward, diplomatic and polite is the key. This also applies regarding miscommunication with upper management.
4. **Effective Teambuilding-**When working on a project that involves more than one person, to ensure that no one is micromanaging the team or dominating the flow of a particular project, it is ideal to incorporate the best aspects of one's skill which can enable oneself to feel unrestricted by bringing their own flair and creativity to the table. With this method, no one will feel left out, group harmony and cohesion will be achieved, and each member can have something of value to contribute.

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8 TIPS TO IMPROVING YOUR WORKPLACE COMMUNICATION STYLE – AND KEEPING YOUR JOB (CONT'D)

5. **Respect individual differences while avoiding controversial topics-** This may seem overly trite, but it is true nonetheless. Your coworkers may have different belief and value systems, and respecting their core values while avoiding topics such as race, religion and/or politics will keep your professional record squeaky clean.
6. **Avoid getting personal on the job-**Your workplace is not your therapist office. Beware of disclosing too much personal information about your personal life, or job related issues to others. This does not necessarily mean you should remain aloof. It is not a paradoxical notion to remain friendly, yet professional. Controlling your emotions in the workplace is also very crucial. You do not want to be perceived by upper management or your colleagues as the one who constantly “loses control.”
7. **Morale Booster-**If you feel that your office environment reeks of negative energy, or if you see that many people are particularly stressed, it would be a lovely gesture on your part to become the stress reducer. For example, bring in donuts and coffee for breakfast. This small gesture is more symbolic than anything else. Others in the organization will perceive you in a positive light as the one who uplifts the organization in times of stress or crises especially in this economic downturn. .”
8. **Master the art of listening, and observing-**Listening is far from a passive skill. Become an observer by speaking less, and by listening to others most, if not all of the time. Not only will you be a more productive individual at work, and your advice sought, but you will also stay out of trouble.

Getting along with co-workers and effectively communicating with your colleagues seems like a sensible task to accomplish, yet more often than not it is underestimated, or even worse ignored. It may make or break your desire to leave your place of work, perhaps second to leaving because of your boss. Employing these simple, yet effective strategies can enhance your quality of life at work, so that you will become a winning and shining star not just in the eyes of your colleagues, but in the eyes of your employer as well.

SURVIVING A LAYOFF: LIFE AFTER THE UNTHINKABLE

July 1, 1:32 PM ▀ New York Workplace Examiner ▀
Emily Waters

So what you feared the most actually happend. No, nobody died....but wasn't there a death?

The final cutoff from your organization's ties.

Despite the massive layoffs that are ensuing at a rapid speed, you are not alone. There is comfort in knowing that. Nor is it an embarrassment to say that you have been laid off especially during this economic hardship. The trick is to come to terms with it and move on to other endeavors when you are ready.

Every person depending on their coping skills, and life experience will react differently to the dreadful news. Even if one isn't a spiritual and/or religious person, perhaps it is a possibility to think that the time has come to move on, and fate simply intervened despite all your efforts to save your job. Maybe it was just time to go afterall.

At the time, it seems as though there is nothing in the world to soften the blow, and ameliorate your hardship, but below are some tips to help you cope productively with your layoff and help *you move forward with aplomb.*



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SURVIVING A LAYOFF: LIFE AFTER THE UNTHINKABLE (CONT'D)

1. Initial Reaction: The psychological and emotional effects of a layoff can be quite devastating at the moment, so take all the time you need to be angry and upset as you question what went wrong. You might go into stages of personalization-where you blame yourself, all to no avail. This is all part of the process until you enter the stage of acceptance, when you develop the courage and spirit to move on. Too much emphasis is placed on what we do in this world for a living, so learning to break out of that character, or role we play a third of the day is the first step towards the healing process. Your work is just one aspect of your life, and who you are as an individual, so remember that.

2. Decompress: Do take a much needed vacation and decompress before you move on into the workforce. Do not be filled up with angst when hearing others express the fact that you must start tweaking, and sending your resumes out due to the present state of our economy. Do not panic. There are jobs out there that will be secured at the right time that match your talent and skills. One thing at a time. Follow your own pace and listen to your own internal clock.

3. Assess: When you are ready, start reassessing your personal/professional aspirations and goals and figure out what you want. Yes, what you want. Be honest with yourself. Maybe your layoff was really a blessing in disguise, because now you are almost forced to think about what you want out of life. Use the time wisely to figure out who you are.

4. Get out there! When you are officially ready, start researching areas of interest, and get your resumes out there, and prepare for the interview process. Be patient and positive. A suitable job will come your way. Keeping a daily log of the places you sent your resume to broken down by category is very helpful as you explore your job options.

5. Interview: You have landed it! The same rule applies to all interviews-do your research beforehand. Prospective employers will be impressed. Think of a few good questions to ask during the interview, and not just "filler" ones for the sake of asking a question that should be an obvious answer if you did your homework.

Always send a thank you note afterwards. A handwritten one is rare these days, but it's more personal and memorable. A thank you email will surely suffice. Make sure to express in your thank you note that you will follow up with them at an appropriate time.

6. Polish your Skills: In the interim as you job search, why not occupy a part of your day with volunteering, or taking a continuing education course if you are seeking to burnish your skill set? This will only make you more marketable, attractive and employable to your future employer, and he/she may even ask you how you have occupied your time during your layoff. That in and of itself can be very telling of the kind of candidate they would like to hire in the future. Wasting the time that you were given might not be a positive omen.

7. Network: Network as much as you can, and be proactive. The adage 'it's not what you know, but who you know' could never be so true. If you meet someone at a networking function, the next day you should be emailing them even just to say thank you. They will remember your diligence and thoughtfulness when the economy turns around. Keep a collection of business cards and email every contact person on there.

Losing your job especially during these economic times doesn't have to be the end of life! Life may just begin after that, so take a few steps back, and really think about where you presently are, and where you want to be. You may never have this opportunity again, alongside a clear mind to start taking charge of your life, and landing the job you really want!

IMPORTANT DATES

February 27, 2010
Computer Training at NIU Conference Center

February 27, 2010
Carson's Coupon Day Fundraiser

March 8-10, 2010
 IAAP's [Professional Education Conference](#) (PEC) is designed especially for admins and will provide attendees with all the knowledge, skills, and attitudes they need to fit in with their executive teammates and the credibility and confidence they need to stand out from the crowd. Don't miss the next conference March 8-10 at the Grand Sierra Resort in Reno, Nev.

March 18
Golden Corridor Impact Meeting at Sheraton in EGV

April 19-24
Admin Professional Week

April 21
Admin Professional Day

April 30 – May 2, 2010
 2010 Illinois Division Annual Meeting (IDAM)
 Elgin, IL. Elgin theme for 2010 IDAM is Celebrate...Yesterday, Today, and Tomorrow!

UPCOMING BIRTHDAYS

Christine Cain, CPS/CAP	2/5
JoLynn K. Altvatter	2/14
Dianne Debellis	2/16
Theresa E. Torres-Taylor	2/18
Evelyn Szalkowski	2/24

A GOLDEN MOMENT

Do you have something interesting you want to share with your fellow members? This is the place to get it printed for no charge. We are always looking for human interest stories, and professional topics/tips besides of course, any open position within your company. We want to put the Golden Spotlight on our members. Please send to Rita Baseleon, our newsletter editor, at rita.baseleon@comcast.net.



Golden Corridor Chapter, IAAP *More Microsoft Office*

February 27, 2010, 8 am—noon

NIU Hoffman Estates, 5555 Trillium Boulevard
Hoffman Estates, IL 60192

Go from user to "super user" in a single day!

Learn dozens of tips, shortcuts, and hidden features that can help you whisk through projects and turn out professional-looking work every time.



Don Humphrey CAP—*"Are You Using Microsoft Office Publisher Yet?"*
and
Marie Herman ATM-B, CIWD—*"Sharing Data Between Office Programs—Getting Microsoft Office Programs to Play Nice Together"*



LUCKY YOU! You've got Microsoft Office... but is it living up to all of your expectations? Is it really the time-saver you thought it would be? Has it reduced your "busywork" significantly? Have you gotten programs to work together - or are you still using each component as a single-purpose program?

Here's your opportunity to see how Microsoft Office was meant to work - and how to make it work for you and also to begin using Microsoft Office Publisher!

(see back for registration and directions)



NIU Hoffman Estates

5555 Trillium Boulevard
 Hoffman Estates, IL 60192
 (847) 645-3000 x 36
 (815) 753-8850

[Driving Directions \(Mapquest\)](#)

[Local Hotel Information](#)

I-90 Westbound (From O'Hare International Airport)

Follow the signs for I-90 Westbound towards Rockford
 Take I-90 past Route 53, Barrington Road and Route 59
 Exit at Beverly Road
 Turn right (heading north) onto Beverly Road
 Turn right (heading east) onto Trillium Blvd.
 NIU-Hoffman Estates is the second building on your right

I-90 Eastbound

Heading on I-90 towards Chicago exit at Route 59
 Turn left (heading north) on Route 59
 Turn left (heading west) onto Higgins Road
 Turn left (heading south) onto Beverly Road
 Turn left (heading east) onto Trillium Blvd.
 NIU-Hoffman Estates is the second building on your right.

From Higgins Road

Take Higgins Road west (pass Barrington Rd, Route 59 & Trillium Blvd)
 Turn left on Beverly Road (second light after Trillium)
 Turn left on Trillium Blvd
 NIU-Hoffman Estates is the second building on your right

GCC Members: Register by sending an email to andrea.turner@motorola.com (\$ Free Workshop \$)

Other IAAP members & non-members: Register by sending the completed registration form along with your check for \$10 payable to:

Golden Corridor Chapter

PO Box 59551
 Schaumburg, IL 60159

Registration must be received by **Friday, February 19, 2010.**

Lab space is limited, so register early to secure your place!

Cancellations must be received via email to andrea.turner@motorola.com by Wednesday, February 17, 2010.

After February 24, all registrations will be nonrefundable.

Name

Contact Information (email or phone)

GCC Member Guest





Saturday, February 27, 2010

Community Day is a fund-raising event for all 501c3 nonprofit and school organizations. The event is designed to provide local nonprofit organizations (such as Golden Corridor) with a fun and easy way to raise money. Community Day at Carson's takes place on Saturday, February 27, 2010.

GO SHOPPING TO SUPPORT THE GOLDEN CORRIDOR CHAPTER:

From now until February 27th, your local, non-profit organizations are partnering with Carson Pirie Scott stores through the sale of coupon booklets, good toward store merchandise. With 100% of booklet sales benefiting GOLDEN CORRIDOR, you can feel extra good going shopping!

This valuable coupon booklet can be purchased for just \$5 each, good toward great merchandise at all Carson's stores during the special One Day Community Day Sale on February 27th. However, Carson's will also allow Golden Corridor members to shop on it's special preview day on Friday, February 26th. Each coupon book contains a \$10 gift certificate plus additional 30% & 20% off coupons. So for only \$5, you receive \$10 off your purchase on February 27th. Kathy Harper CPS/CAP will have Carson's coupon books for sale at our February 18th chapter meeting. You can also contact Kathy at kathy.harper@zurichna.com if you want to purchase a book earlier.

COMING SOON We're making an IMPACT

1 Recertification Point Applies

Thursday – March 18, 2010

Sheraton Suites/Elk Grove Village
121 Northwest Point Blvd., Elk Grove Village, IL
5:30 P.M. - \$24

You are cordially invited to SHOP our vendors, network and learn at our 2010 Golden Corridor IMPACT event.

E-mail / Twitter / LinkedIn / MySpace / Facebook / YouTube
(*"Toto – we're not in Kansas anymore!"*)

We are honored this year to have Mr. Joel Warady, lecturer, advisor, teacher and social media expert introduce us to the variety of electronic communication tools that comprise SOCIAL MEDIA. Social Media is content created by people using highly accessible and scalable publishing technologies. (HUHI)

Well we've found someone who can help us understand how these doodads can help us in today's world.

Networking begins at 5:30 p.m. – we'll serve a light buffet menu of Chicken Fingers, Miniature Chicago Deep Dish Pizzas, Cheese & Vegetable Quesadillas and top it all off with Coffee, Assorted Cream Puffs & Mini Pastries

At 7:00 p.m., Mr. Warady will present our program: "Social Media – How Does it Apply to Me"

There will be additional opportunities to shop with our vendors after the program.

A Silent Auction and Door Prizes at approximately 8:15 p.m. will wrap up the evening
Come Join Us for a Fun Evening



*Meaningful Moments
Jewelry*

