



International Association of
Administrative Professionals®
EMPIRE COLLEGE CHAPTER

THE IAAP POST

Volume 2, Issue 1 October 2009

Officers:

**Get to know your
IAAP officers**

President

Marie Gill

Vice President

Erica Andersson

Treasurer

Kimberly Giannini

Secretary

Stephane Maldonado

Meeting schedule:

Meetings are held in
Room 217 during
1st lunch at 10:50

Officers Meeting

Tuesday
October 13, 2009

General Meetings

Wednesday
October 14, 2009

Tuesday
October 27, 2009

**Come to the
meetings and
bring your ideas!**

Upcoming Events

Halloween Fundraiser

Blind Grab Bags

Thursday and Friday
October 29th and 30th

There will be Halloween bags
filled with baked goods, candy,
treats, etc.

Support IAAP and buy a bag!



**IAAP Halloween
Carnival Booth
Wednesday
October 28, 2009
3:30-5:30 p.m.**

IAAP will be having a
cupcake walk game booth at
the Halloween carnival,
for kids to enjoy.

**IAAP Welcome Potluck
Thursday
October 29, 2009
1st lunch 10:50 a.m.
Faculty patio**

Come meet your fellow
administrative students at a
potluck lunch. we will
welcome new students and
enjoy a great conversation.
Bring your favorite dish for
us all to enjoy!



Student Corner

IAAP Outlook Workshop

November 4, 2009

Outlook is a computer based messaging center used in offices
throughout the county. It puts your mail, appointments, contacts,
and tasks together in one place, an ideal tool for managing all your
information, communication, and activities.

Don't have any experience with Outlook or just want to learn
more. come join us at our workshop!

