

# Meeting Secretary's Workshop

## Save the Date

When?... Saturday, March 29th., 2008

Time?... From 10am. To 2pm.

Where?...Newport Club (downstairs)

414 E. 32nd. Street

Newport Beach, CA 949.675.2580

## "What Do Secretaries Do?"

Tips, Tools and Ways

On How to Improve and Strengthen your Meeting

To be of Service is a Privilege

ALL ARE WELCOME

PAST, PRESENT AND FUTURE SECRETARIES

*Coffe, Snacks and Refreshments will be Served*

For more Information Call:

Linda B. 714.612.3474 or Scott R. 714.594.3202

*"Sponsored by Orange County Intergroup Association"*