

**Association of Administrative Assistants
TORONTO CHARTER BRANCH
Program Calendar 2016-2017**

TIME	EVENT/ SPEAKER	LOCATION
September 21, 2016 Registration: 6:00 pm Dinner: 6:30 pm Cost: Member \$25, Non-Member \$30	Kathryn Mackenzie "Speeches That Will Leave Them Speechless"	Canadiana Restaurant & Banquet Hall 5230 Dundas St W, Six Points Plaza, Toronto, ON Tel: 416-239-1114 Main Floor
October 18, 2016 Registration: 6:30 pm Guest Speaker: 7:00 pm	Arlene Stone, QAA "OMG. . . I Can't Make it Into Work Today!" or aka. emergency preparedness for your office.	Princess Margaret Hospital 610 University Ave, Toronto Main Floor Boardroom, M805
November 16, 2016 Registration: 6:00 pm Dinner: 6:30 pm Cost: Member \$25, Non-Member \$30	Mark Cox <i>Financial Advisor</i> "Converting Spenders to Savers: it's as easy as \$7 a day"	Canadiana Restaurant & Banquet Hall 5230 Dundas St W, Six Points Plaza, Toronto, ON Tel: 416-239-1114 Main Floor
December 10, 2016 \$30 (includes afternoon tea service, taxes and gratuities) Alcohol at individual's cost Non-Member \$37	Afternoon Tea <i>The Old Mill Dining Room</i> 2-4 p.m.	The Old Mill Portion of the proceeds go to Women's Habitat (donated by The Old Mill)
January 18, 2017 Registration: 6:00 pm Guest Speaker: 6:30 pm	Lisa Trudel "Is Your Resume ATS Friendly?"	Princess Margaret Hospital 610 University Ave, Toronto Main Floor Boardroom, M805
February 15, 2017 Registration: 6:00 pm Dinner: 6:30 pm Cost: Member \$25, Non-Member \$30	Andrea Hampton Human Resource Specialist	Canadiana Restaurant & Banquet Hall 5230 Dundas St W, Six Points Plaza, Toronto, ON Tel: 416-239-1114 Main Floor
March 22, 2017 Registration: 6:00 pm Dinner: 6:30 pm Guest Speaker: 7:00 pm	Katherine Vaillancourt "Tech Savvy: Tips & Tricks for Office Professionals"	Princess Margaret Hospital 610 University Ave, Toronto Main Floor Boardroom, M805
April 19, 2017 Networking: 5:45 pm Dinner/Elections/ Guest Speaker: 7:00 pm	Annual General Meeting Guest Speaker TBD	TBD
May 17, 2017 Registration: 6:00 pm Guest Speaker: 6:30 pm	Tracey D'Aviero Global Alliance of Virtual Assistants (GAVA)	Princess Margaret Hospital 610 University Ave, Toronto Main Floor Boardroom, M805
May 31-June 3, 2017	National Annual General Meeting	Moncton, NB Watch for details at www.aaa.ca
June 21, 2017 Registration: 6:00 pm Guest Speaker: 6:30 pm	Gloria Pierre Clearly Speaking 'If I Talk, Will you Listen?'	Princess Margaret Hospital 610 University Ave, Toronto Main Floor Boardroom, M805

Enquiries & RSVP's to Maria Markle: magsmarkle@gmail.com
Members are FREE, unless cost indicated. Non-members = \$7 Donation