



MINUTES

ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

HAMILTON BRANCH Issued for Review

HAMILTON GENERAL MEMBERSHIP MEETING

MEETING DATE: February 16, 2017
TIME: 7pm
FILE: General Membership Meeting
LOCATION: Courtyard by Marriott
1224 Upper James Street,
Hamilton ON

PARTICIPANTS

BRANCH EXECUTIVE

Charlene Hands-Lourie, QAA, President; Lisa Low, Vice President; Rita Rickus, QAA, Acting Vice President

MEMBERS

Amanda Brodnicki, Donna Catherwood; Charlene Hands-Lourie, QAA, President; Lisa Low, Vice President; Adam Opper; Diana Reizgys, FCIP, CAIB, CCIB; Susan Sinclair; Antoinette Spinosa, QAA; Lise-Anne Weaver; Dianne Williams (presentation only)

PRESENTER

Carol Rice, Essentials Computer Training

REGRETS

Stephanie Adams; Megan Boehm; Julia Campolongo; Lucy Caruso, QAA, Secretary; Robin Colley; Sheila Davidson; Brigida Dimitriou, QAA, CIM; Heather Gronek, BA, QAA, Membership Chair/Registrar; Michelle McAlpine, QAA, Program Chair; Nicole Negus, QAA; Judy Pineau, QAA; Sevasti Soleas; Cindy Vanexem, QAA

1.0 CALL TO ORDER

- As there was no quorum for this meeting, the consent agenda and business meeting did not occur.

2.0 PRESENTER

- The guest speaker, Carole Rice, presented on “Excel” and was very well received.



Charlene Hands-Lourie, QAA
President, Hamilton Branch

April 20, 2017



Lisa Low
Secretary, Hamilton Branch

April 20, 2017