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## ABOUT |CAOSA|

The Calgary Association of Office Service Administrators (CAOSA) is a growing not-for-profit organization founded in 1985.

CAOSA members are office services professionals, office administrators /managers, business owners, service providers and vendors that share a passion for this profession. Member firms include TransCanada, SNC-Lavalin Inc., Mancal Corporation, Van Houtte Coffee Services, EnCana Corporation, Staples, Galleon Energy Inc. and COI.

CAOSA brings insight into a profession experiencing constantly changing technology, that demands rapid decision making and places increasing demands on their staff.

## MISSION |STATEMENT|

The Calgary Association of Office Service Administrators is a professional organization that provides members valuable information and an opportunity to network with others who have the same business interests.

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## LUNCH AND LEARN |2011 EVENTS|

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January 19	September 21
February 16	October 19
March 16	November 16
April 13	December 14
May 18	
June 15	

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### 2011 SPEAKERS WILL PRESENT ON:

Mail Room Services \* Reprographics Services \* Event Planning \* Outsourcing Solutions \* Social Media \* Professional Development \* Health & Safety \* Business Continuity & Disaster Recovery \* Office Plants (maintenance, care, choosing the right ones)

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## IMPORTANT Membership Information



CALGARY ASSOCIATION



|OF OFFICE SERVICE ADMINISTRATORS|

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## DISCIPLINES WITHIN THE OFFICE SERVICES

### | P R O F E S S I O N |

- Facility Management
- Mail Room Services
- Office Products
- Office Moving
- Catering
- Interior Office Maintenance
- Plants and Related Maintenance
- Courier
- Records Management, Offsite Storage
- Events Planning
- Corporate Travel Arranging: Airlines, Hotels, Vendors
- Copying and Reprographics
- Secretarial, Reception and Switchboard
- Purchasing Supplies, Furniture, Office Equipment
- Office Security
- Computer Services

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## LUNCH & LEARN

### | F O R M A T |

Lunch Meetings are usually held the 3rd Wednesday of each month (excluding July and August), and provide networking opportunities as well as a presentation, panel discussion or site tour.

### | V E N U E |

Currently, meetings are held at:  
International Hotel Suites Calgary  
35th Floor; 220-4th Avenue SW  
Calgary, Alberta  
T2P 0H5

### | C O S T |

**ANNUAL MEMBERSHIP:** \$200

(Unlimited number from the member  
Company can attend; group has 1 vote)

**MEMBERS LUNCH & LEARN COST:** \$25

NON-MEMBER and GUEST Lunch & Learn cost: \$35

(Maximum two (2) lunches per year)

**\*MEMBER'S YEARLY PRE-PAID** \$250

**LUNCH AND LEARN COST:**

\*Some conditions do apply

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## CAOSA EXECUTIVE

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**PRESIDENT— DIANE McADAM**  
Staples Canada  
Email: [diane.mcadam@cexp.ca](mailto:diane.mcadam@cexp.ca)  
Phone: 403.735.9306

**VICE RESIDENT— KEVIN CHOLOWSKY**  
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Galleon Energy Inc.  
Email: [adamlt@shaw.ca](mailto:adamlt@shaw.ca)  
Phone: 403.261.9299

**TREASURER— HELEN HIEB**  
Email: [hieb\\_hm@yahoo.ca](mailto:hieb_hm@yahoo.ca)

### **DIRECT ALL MEMBERSHIP INQUIRIES TO:**

**MEMBERSHIP DIRECTOR —  
MARILYN OLIVER**  
SNC—Lavalin Inc.  
Email: [Marilyn.oliver@snclavalin.com](mailto:Marilyn.oliver@snclavalin.com)  
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OF OFFICE SERVICE ADMINISTRATORS**  
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