

*California State Association of  
Parliamentarians invites you to a half-day seminar*

# Making Meetings Matter

*(instead of wasting time)*



September 11, 2010  
9 a.m. to 1 p.m.

Mountain View Police Station  
1000 Villa Street, Mountain View  
Open to the public.

## Topics will include:

- Effective presiding at meetings
- Making and handling motions
- Recording minutes of a meeting
- Efficient Committee functioning
- Ask the Experts panel

All presenters are Professional Registered Parliamentarians, the highest designation awarded by the National Association of Parliamentarians.

**Cost** *(includes morning coffee and light pastry)*  
\$25 if postmarked before September 1  
\$30 after September 1 or at the door.

To register, complete the attached form.

For additional information **contact:**

Kathy Flowers at (510) 247-1539  
or [Flowers.Kathy@comcast.net](mailto:Flowers.Kathy@comcast.net)



# Registration Form

## Pacific Area CSAP | Meetings Matter | September 11, 2010

Please enclose a check payable to "**Pacific Area, CSAP**" with this form and mail by September 7 to:  
Meetings Matter  
23038 Canyon Terrace Drive  
Castro Valley, CA 94552.

**Participant 1\*:** \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

*\*Denotes the participant filling out this form*

**Participant 2:** \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

**Participant 3:** \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

**Participant 4:** \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

**Cost:** \_\_\_\_\_ participants x \$30 (or \$25 each if mailed by September 1) **Total:** \$ \_\_\_\_\_