August 2004
Coordinating Fall programs and speakers.

September 2004

- Social, Gathering, & Networking
- Program
  - “Seminar for Managers-Fiscal”
  - Speakers: Scott Blackwood, Martha Pendergrass, and Mark Sillman
  
  **When:** 8:30AM, **September 30, 2004**
  **Where:** 135 Tate Turner

October 2004
Program was cancelled. All Speakers were called away for emergency meeting.

- Social, Gathering, & Networking
- Program:
  - Update on FLSA-Fair Labor Standard Act
  - **Speaker:** Joanna Carey Smith
  
  **When:** 3:00PM, **October 26, 2004**
  **Where:** 104 Carrington Hall

November 2004

- Social, Gathering, & Networking
- Program:
  - Tour, new Mail Center
  - **Speaker:** Tommy Brickhouse
  
  **When:** 10:00AM, **November 17, 2004**
  **Where:** Bioinformatics Bldg, Mason Farm Road & Daniels Drive, Ground Floor

December 2004

- UMA Winter Meeting
- Program:
  - Comparison of Popular Diets
  - Exercises for the Office
    [http://uma.unc.edu/programs/CREATING_A_HEALTHY_WORKING_ENVIRONMENT.ppt](http://uma.unc.edu/programs/CREATING_A_HEALTHY_WORKING_ENVIRONMENT.ppt)
  - Review of Spring Program
  
  **When:** 10:30AM, **December 2, 2004**
  **Where:** Toy Lounge, Dey Hall